

## Personal Information Bank Form

Date: June 18, 2012

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|---|----------------------------|
| <b>Title (Name) of PIB:</b><br>Tutor Working Files  | <b>File Number:</b><br>N/A |
| <b>Location – Primary Office:</b><br>Learning Services Tutorial   |                            |
| <b>Location – Other Offices:</b><br>None  |                            |
| <b>Information Maintained (description):</b><br>Name, address, telephone number, tutoring assignments, vacation requests, tutor set up, information requests. |                            |
| <b>Individuals:</b><br>Staff (Tutors)   |                            |
| <b>Legal Authority:</b><br>Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>  |                            |
| <b>Purpose:</b>   |                            |
| <b>Remarks:</b>   |                            |