

## Personal Information Bank Form

Date: January 20, 2016

<b>Title (Name) of PIB:</b>	<b>File Number:</b>
Office of the VP, Advancement	N/A
<b>Location – Primary Office:</b>	
AU, Athabasca	
<b>Location – Other Offices:</b>	
Human Resources	
<b>Information Maintained (description):</b>	
<ul style="list-style-type: none"><li>• Executive Group Meeting Agenda and minutes</li><li>• GFC agenda and minutes</li><li>• Academic Council agenda and minutes</li><li>• BOG packages</li><li>• Internal meeting minutes</li><li>• Invoices for office supplies, events</li><li>• Copies of provincial and federal government correspondences'</li><li>• Staff performance reviews and work plans</li><li>• Position descriptions</li><li>• Employee contracts</li><li>• Resumes</li><li>• HR related correspondence</li><li>• Alumni and student contact information</li><li>• Various institutional reports</li><li>• Grant applications</li></ul>	
<b>Individuals:</b>	
Staff, Alumni, Students	
<b>Legal Authority:</b>	

Section 33 (c) of the Alberta *Freedom of Information and Protection of Privacy Act*

**Purpose:**

**Remarks:**