

UNIVERSITY OF CALGARY
PERSONAL INFORMATION BANKS

ACADEMIC OPERATIONS

Title: Admissions and Enrolment

Location: Enrolment Services

Information Maintained: Name, address, telephone; email address; date of birth; academic transcripts; social insurance number; Alberta student number; UCID; financial information

Individuals: Prospective and current students

Purpose: To document the transfer, admission and enrolment of students

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

UCLASS: AC035

Title: Student Academic Files - Undergraduate

Location: Enrolment Services

Types of Personal Information: Name, address, telephone; email address; date of birth; academic transcripts; social insurance number; Alberta student number; UCID

Individuals: Students

Purpose: To document the admission, registration, academic performance, monitoring, advising, examination and convocation of undergraduate students.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

UCLASS: AC750

Retention Rule: 99.0006

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ACADEMIC OPERATIONS

Title: Student Academic Files - Faculty of Medicine - Undergraduate

Location: Undergraduate Medical Education (UME) Office

Types of Personal Information: Name, address, telephone

Individuals: Students

Purpose: To document the admission, registration, academic performance, monitoring, advising, examination and convocation of individual students in the Undergraduate Medicine Education (UME) Program

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

UCLASS: AC750

Retention Rule: 2010.06

Title: Faculty of Graduate Studies (FGS) Scholarship Applications

Location: FGS Scholarship Office

Types of Personal Information: Name, UCID, email address, citizenship, program and education record (research proposal, transcripts, publications, scholarships), reference letters

Individuals: Students

Purpose: Applications are reviewed for academic merit and ranked by faculty members for the purposes of awarding academic scholarships

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

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ACADEMIC OPERATIONS

Title: Student Academic Files – Electronic Data Management System (EDMS)

Location: Faculty of Graduate Studies

Types of Personal Information: Name, Address, Phone Number, Academic Transcripts, Registration Information, SIN #, Immigration Status Information, Marital Status, Financial Account Standing at the University of Calgary, Curriculum Vitae, References, examination results.

Individuals: Students

Purpose: To document the admission, registration, academic performance, monitoring, advising, examination and convocation of individual students.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

Title: Juris Doctor Student Admission Files

Location: Faculty of Law

Types of Personal Information: Name, Address, Phone, Email, transcripts, application form with personal statement of interest, evaluation of application, decision of committee

Individuals: Applicants to the JD program in the Faculty of Law

Purpose: To track and document all applicants to the Faculty of Law JD program.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

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ACADEMIC OPERATIONS

Title: Graduate Program Student Admission Files

Location: Faculty of Law

Types of Personal Information: Name, Address, Phone, Email, transcripts, application form with personal statement of interest, evaluation of application, decision of committee

Individuals: applicants to the Graduate programs in the Faculty of Law

Purpose: To track and document all applicants to the Faculty of Law graduate programs.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

Title: Juris Doctor Student Academic Files

Location: Faculty of Law

Types of Personal Information: Name, Address, Phone, Email, transcripts, application form, grade change requests, any appeal information or special requests from students (e.g. exchange or summer programs, letter of permission requests, transfer requests, etc.)

Individuals: 1st, 2nd, and 3rd year JD students

Purpose: To track and document the admission, registration, monitoring, advising and special requests for all students accepted into the JD program.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

Title: Graduate Program Student Files

Location: Faculty of Law

Types of Personal Information: Name, Address, Phone, Email, transcripts, application form, grade change requests, appeal or special requests

Individuals: applicants to Faculty of Law

Purpose: To track and document all applicants to the Faculty of Law JD program.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*

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ACADEMIC OPERATIONS

Title: Law Gradebook program

Location: Faculty of Law; limited access by Student Services staff

Types of Personal Information: Name, UCID number, course lists and grades for each student

Individuals: all Faculty of Law students

Purpose: To record all the grades for all courses for law students in any program. The grades recorded here are mirrored in PeopleSoft. This program is used to determine B-medians for all courses and to calculate grades to determine gold medal winner each year, certain awards, and Dean's List.

Legal Authority: *Freedom of Information and Protection of Privacy Act; Post-Secondary Learning Act*
