

UNIVERSITY OF CALGARY
PERSONAL INFORMATION BANKS

ALL UNITS

Title: Stakeholder / Contact Databases

Location: All Units

Types of Personal Information: Name, title, address, telephone/fax number, email

Individuals: Staff, Faculty, Students, Public

Purpose: To contact staff, faculty, students and public regarding University events, activities, programs, committees

Legal Authority: *Freedom of Information and Protection of Privacy Act*

Title: Employment Records

Location: All Units

Types of Personal Information: Name, office and home address, office and home telephone number, work email, position title, educational and/or employment history.

Individuals: Staff, Faculty

Purpose: To manage all aspects of staff and faculty appointments including pay, benefits, performance management, etc.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
