

UNIVERSITY OF CALGARY
PERSONAL INFORMATION BANKS

FINANCIAL MANAGEMENT

Title: Donor Tax Receipts

Location: Financial Services

Types of Personal Information: Name, Address, telephone, email, SIN

Individuals: Public, alumni

Purpose: To document the issuing of tax receipts for donations to the University

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

UCLASS: FM285

Retention Rule: 2000.05

Title: Accounts Receivable Invoices

Location: Accounts Receivable, Financial Services

Types of Personal Information: Name; address; telephone number, email, UCID, financial information

Individuals: Public; staff; students

Purpose: To document the invoicing for goods and services provided to external clients.

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

UCLASS: FM110

Retention Rule: 2000.11

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FINANCIAL MANAGEMENT

Title: Payroll Payments and Deductions

Location: Financial Services

Types of Personal Information: Name; address; telephone number, email, UCID, financial information

Individuals: Staff, faculty

Purpose: To document the payment of University employees; and to document contributions to pension plans, employment insurance and employer benefits returns, taxes payable, refundable tax credits receivable

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

UCLASS: FM525

Retention Rule: 2000.07

Title: Student Fees and Financial Aid

Location: Financial Services

Types of Personal Information: Name; address; telephone number, email, UCID, SIN, financial information

Individuals: Students

Purpose: To document the payment of student fees to the University and the tracking of student fee payments. Includes emergency loans.

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

UCLASS: FM650

Retention Rule: 2000.20