

UNIVERSITY OF CALGARY
PERSONAL INFORMATION BANKS

HUMAN RESOURCES

Title: Employee Files

Location: Human Resources

Types of Personal Information: Name, Address, telephone, UCID, SIN, employment history

Individuals: Staff and Faculty

Purpose: To document the work history of individual university staff - academic, MaPS, support staff

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

UCLASS: HR180

Retention Rule: 98.0016 & 2000.04

Title: Benefits Administration

Location: Human Resources

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

Individuals: Staff & Faculty

Purpose: To document the administration of employee benefits

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

UCLASS: HR080

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HUMAN RESOURCES

Title: Employee Health and Wellness

Location: Staff Wellness

Types of Personal Information: Name, Address, telephone, UCID, SIN, Alberta Health number, health information

Individuals: Staff & Faculty

Purpose: To document programs that support the personal and physical wellbeing of employees; to document the provision of services related to workplace or occupational health issues as accessed through or reported to Staff Wellness

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

UCLASS: HR200
