

**UNIVERSITY OF CALGARY**  
**PERSONAL INFORMATION BANKS**

**STUDENT SERVICES**

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**Title:** English for Academic Purposes Approved Host Families

**Location:** Werklund School of Education, English for Academic Purposes Program

**Types of Personal Information:** Name, address, telephone, family information (children, etc.)

**Individuals:** Host families who host English for Academic Purposes students

**Purpose:** To document host family information for selection of homestays and to provide information about potential homestays to individual students.

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

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**Title:** Student Fees and Financial Aid

**Location:** Financial Services, Fee Office and Cashier's Office

**Types of Personal Information:** Name, address, telephone, 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 the application for and authorization of emergency loans.

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

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**Title:** Student Awards

**Location:** Enrollment Services; Faculty of Graduate Studies

**Types of Personal Information:** Name, address, telephone, email, UCID, transcripts,

**Individuals:** Students

**Purpose:** To document the administration of student awards

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

**UCLASS:** ST655

**Retention Rule:** 2008.04

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**Title:** Student Health and Wellness

**Location:** Students' Union Wellness Centre

**Types of Personal Information:** Patient demographic information including name, address, telephone, email, Alberta Health number, UCID, health information

**Individuals:** Students

**Purpose:** To document patient history of students accessing Health Services

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

**UCLASS:** ST675

**Retention Rule:** 2013.04

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