LAURENTIAN UNIVERSITY OF SUDBURY PERSONAL INFORMATION BANKS INDEX

Laurentian University of Sudbury (“Laurentian University”) must comply with the statutory requirements of the Freedom of Information and Protection of Privacy Act (“FIPPA”).

Pursuant to this Act, Laurentian University must provide an index of all Personal Information Banks (“PIB”) to the responsible minister.

As defined by FIPPA, a PIB is a collection of personal information such as information related to: race, sex, birth date, martial or family status, address, telephone number, student or employee number, that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.

OFFICE OF THE PRESIDENT AND VICE-CHANCELLOR

General Record that Contain Personal Information:
Employee, Faculty and Student Information
Candidate Selection Information
Budget Files
Personnel Files (common to all departments)

Employee, Faculty and Students Information
Location: Office of the President and Vice-Chancellor
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, home address, home phone number, evaluations/opinions, personal e-mail address, interview responses, program of study, secondary school grades, course enrollments, course grades, educational goals, confidential letters of recommendations, grievance files, CV, salary information, employment contracts, financial history/records, terms of appointment, biographical information, student number, employee number, awards and distinctions, third party information, disciplinary files
Uses: The information may be used for the proper administration of the university, including: evaluations, administration and enforcement of policies, agreements, applications, complaint resolution, submissions to the government and government reports.

Users: Office of the President and Vice-Chancellor

Individuals in Bank: Faculty, Staff and Students

Retention and Disposal: To be determined

Candidates Selection Information

Location: Office of the President and Vice-Chancellor

Legal Authority: Laurentian University of Sudbury Act, 1960.

Information Maintained: name, date of birth, home address, home phone number, contracts, confidential letters of recommendation, CV, salary information, employment contracts

Uses: Selection process

Users: Office of the President and Vice-Chancellor

Individuals in Bank: Candidates

Retention and Disposal: To be determined

Budget Files

Location: Office of the President and Vice-Chancellor

Legal Authority: Laurentian University of Sudbury Act, 1960.

Information Maintained: name, salary information, contracts, financial history records, scholarship/award and bursary application records, evaluations/opinions

Uses: The information may be used for the proper administration of the university, including: evaluation, administration and enforcement of policies, agreements, evaluations, and applications, complaint resolution, submissions to government, government reports

Individuals in Bank: Faculty and Staff

Users: Office of the President and Vice-Chancellor

Individuals in Bank: Faculty and Staff

Retention and Disposal: To be determined
OFFICE OF THE CHIEF OF STAFF

General Records that Contain Personal Information:
Human Resources Files
Personnel Files (common to all departments)

Human Resources Files
Location: Office of the Chief of Staff
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: employment contacts, performance goals and evaluations, salary information
Uses: Overseeing Laurentian University’s performance goals
Users: Chief of Staff
Individuals in Bank: Staff and Faculty
Retention and Disposal: To be determined

MARKETING OFFICE & COMMUNICATIONS OFFICE

General Records that Contain Personal Information:
Annual Report Mailing List
Video/Photo Authorization Release & Database
Alumni Magazine Personal Profiles
Honorarium List
Personnel Files

Annual Report Mailing List
Location: Marketing Office, Communications Office, Office of the President and Vice-Chancellor
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, home address, home phone number
Uses: Administration of Annual Report Mailing List
Users: Marketing Office staff, Communications Office staff, executive assistant to the President
Individuals in Bank: Governmental/Institutional/Corporate Leaders, Friends of the university/Donors
Retention and Disposal: Updated annually

**Video/Photo Authorization Release & Database**
Location: Marketing Office & Communications Office
Legal Authority: *Laurentian University of Sudbury Act, 1960.*
Information Maintained: Release forms, photographs
Uses: University promotion purposes only, in accordance with release agreement
Users: Marketing Office staff, Communications Office staff, staff from other departments only as requested
Individuals in Bank: Students, Staff, Faculty, Alumni, Visitors
Retention and Disposal: Indefinitely

**Alumni Magazine Personal Profiles**
Location: Marketing Office
Legal Authority: *Laurentian University of Sudbury Act, 1960.*
Information Maintained: Name, home address, home phone number, personal e-mail address, profile story about select topics related to Laurentian University
Uses: For Alumni Magazine publication
Users: Marketing Office staff, Advancement (Alumni) & Development staff
Individuals in Bank: Laurentian University Students, Staff, Faculty, Alumni
Retention and Disposal: Indefinitely

**Honorarium List**
Location: Marketing Office, Office of the President and Vice-Chancellor
Legal Authority: *Laurentian University of Sudbury Act, 1960.*
Information Maintained: Name, home address, home phone number, personal e-mail address, bank account information, SIN
Uses: Honorarium for those offering services to Laurentian University
Users: Marketing Office, President’s Office, Human Resources (Payroll Department)
Individuals in Bank: Individuals or groups offering various services to Laurentian University’s events
Retention and Disposal: information is deleted once the honorarium is paid

**Liaison Services**
General Records that contain Personal Information:
Student Information
Applicant Information
Prospective Students Information
Personnel Files (common to all departments)

Student Information
Location: Liaison Office, CRM (Client Relationship Manager)
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, date of birth, home phone number, personal e-mail address, program of study, secondary school grades, educational goals, scholarship and awards information, biographical information, student number, financial statements
Uses: For data-driven strategic planning
Users: Liaison Services Staff
Individuals in Bank: First Year Students
Retention and Disposal: To be determined

Applicant Information
Location: Liaison Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, home address, home phone number, personal e-mail address, program of study, secondary school grades, educational goals, confidential letters of recommendation, scholarship and awards information, biographical information, student number, admission status, logged communications with Laurentian University
Uses: To target strategic recruitment campaigns and to provide better and specialized service to applicants
Users: Liaison Services Staff
Individuals in Bank: Applicants
Retention and Disposal: To be determined

Prospective Student Information
Location: Liaison Office, CRM
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, home address, home phone number, personal e-mail address, program of study, educational goals, biographical information, logged communications with Laurentian University.
Uses: For data-driven strategic planning and to provide better and specialized services to prospective students
Users: Liaison Services Staff
Individuals in Bank: Potential Applicants
Retention and Disposal: To be determined

OFFICE OF THE VICE PRESIDENT ACADEMIC & PROVOST

General Records that Contain Personal Information:
Faculty Information
Candidates Selection Information

Faculty Information
Location: Office of the Vice President of Academics & Provost
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, employment contracts, CV, salary information, medical certificates/letters
Uses: Administration
Users: Office of the Vice President of Academics & Provost
Individuals in Bank: Faculty
Retention and Disposal: To be determined

Candidates Selection Information
Location: Office of the Vice President of Academics & Provost
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, confidential letters of recommendation, CV, salary information, employment contracts
Uses: Selection process
Users: Office of the Vice President of Academics & Provost
Individuals in Bank: Candidates
Retention and Disposal: To be determined
ACADEMIC DEPARTMENTS

General Records that Contain Personal Information:
Departmental Personnel Information
Student Information

Department Personnel
Location: Each individual academic department
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained May Include the Following: CV’s, sabbatical applications, tenure/promotion/merit letters, student letters of appreciation, letters of recommendation, letters of appointment, information on Right of First Refusal, LUSU files, job descriptions, course evaluations, addresses, home phone number
Uses: Human Resources Functions
Users: Department Chair and Departmental Personnel
Individuals in Bank: Current and Retired Faculty and Staff of the Department
Retention and Disposal: To be determined

Student Information
Location: Each individual academic department
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained May Include the Following: name, program of student, educational goals, course enrollments, student number student records, marks, transfer credit information, letters of permission, mark appeals, waivers, thesis applications, student complaints, appeal files, exams, information on placements (consent forms, placement records, student evaluation forms, photos), academic misconduct information
Uses: Administration of academic functions
Users: Department Chair, Department Secretary
Individuals in Bank: Students enrolled in courses within the department
Retention and Disposal: To be determined
OFFICE OF THE DEAN OF SCIENCE & ENGINEERING

General Records that Include Personal Information:
Faculty Information
Staff Information
Student Information

Faculty Information
Location: Office of the Dean of Science and Engineering
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, contracts, research related records, evaluation/opinions, educational goals, confidential letters of recommendation, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number and awards and distinctions
Uses: Administration
Users: Office of the Dean of Science and Engineering
Individuals in Bank: Faculty
Retention and Disposal: To be determined

Staff Information
Location: Office of the Dean of Science and Engineering
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, contracts, evaluation/opinions, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number
Uses: Administration
Users: Office of the Dean of Science and Engineering
Individuals in Bank: Support Staff
Retention and Disposal: To be determined

Student Information
Location: Office of the Dean of Science and Engineering
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, program of study, secondary school grades, course enrollments, course grades, student number, home address, security reports
**OFFICE OF THE DEAN OF FACULTY MANAGEMENT**

**General Records that Include Personal Information:**
Faculty Information
Staff Information
Student Information

**Faculty Information**
**Location:** Office of the Dean Faculty Management
**Legal Authority:** Laurentian University of Sudbury Act, 1960.
**Information Maintained:** name, personal e-mail address, contracts, research related records, evaluation/opinions, educational goals, confidential letters of recommendation, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number and awards and distinctions
**Uses:** Administration
**Users:** Office of the Dean Faculty Management
**Individuals in Bank:** Faculty
**Retention and Disposal:** To be determined

**Staff Information**
**Location:** Office of the Dean Faculty Management
**Legal Authority:** Laurentian University of Sudbury Act, 1960.
**Information Maintained:** name, personal e-mail address, contracts, evaluation/opinions, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number
**Uses:** Administration
**Users:** Office of the Dean Faculty Management
**Individuals in Bank:** Support Staff
**Retention and Disposal:** To be determined

**Uses:** Investigation of student’s related complaints, student appeals, student suspensions, etc.
**Users:** Office of the Dean of Science and Engineering
**Individual in Banks:** Students
**Retention and Disposal:** To be determined
**Student Information**

Location: Office of the Dean Faculty Management  
Legal Authority: *Laurentian University of Sudbury Act*, 1960.  
Information Maintained: name, program of study, secondary school grades, course enrollments, course grades, student number, home address, scholarship, award and bursary applications.  
Uses: Investigation of student’s related complaints, student appeals, student suspensions, etc.  
Users: Office of the Dean Faculty Management  
Individual in Banks: Students  
Retention and Disposal: To be determined

**OFFICE OF THE DEAN OF PROFESSIONAL SCHOOLS**

General Records that Contain Personal Information:  
Faculty Information  
Staff Information  
Student Information

**Faculty Information**

Location: Office of the Dean of Professional Schools  
Legal Authority: *Laurentian University of Sudbury Act*, 1960.  
Information Maintained: name, personal e-mail address, contracts, research related records, evaluation/opinions, interview responses, educational goals, confidential letters of recommendation, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number and awards and distinctions.  
Uses: Administration  
Users: Dean of Professional Schools  
Individuals in Bank: Faculty  
Retention and Disposal: To be determined

**Staff Information**

Location: Office of the Dean of Professional Schools  
Legal Authority: *Laurentian University of Sudbury Act*, 1960.
Information Maintained: name, personal e-mail address, contracts, evaluation/opinions, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number
Uses: Administration
Users: Dean of Professional Schools
Individuals in Bank: Support Staff
Retention and Disposal: To be determined

Student Information
Location: Office of the Dean of Professional Schools
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, program of study, secondary school grades, course enrollments, course grades, student number, home address, security reports
Uses: Investigation of student’s related complaints, student appeals, student suspensions, etc.
Users: Dean of Professional Schools
Individual in Banks: Students
Retention and Disposal: To be determined

OFFICE OF THE DEAN OF SOCIAL SCIENCES & HUMANITIES

General Records that Contain Personal Information:
Faculty Information
Staff Information
Student Information

Faculty Information
Location: Office of the Dean of Social Sciences & Humanities
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, contracts, research related records, evaluation/opinions, interview responses, educational goals, confidential letters of recommendation, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number and awards and distinctions
Uses: Administration
Users: Dean of Social Sciences & Humanities
Individuals in Bank: Faculty
Retention and Disposal: To be determined

Staff Information
Location: Office of the Dean of Social Sciences & Humanities
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, contracts, evaluation/opinions, grievance files, CV, salary information, employment contracts, medical certificates/letters, employee number
Uses: Administration
Users: Dean of Social Sciences & Humanities
Individuals in Bank: Support Staff
Retention and Disposal: To be determined

Student Information
Location: Office of the Dean of Social Sciences & Humanities
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, program of study, secondary school grades, course enrollments, course grades, student number, home address, security reports
Uses: Investigation of student’s related complaints, student appeals, student suspensions, etc.
Users: Dean of Social Sciences & Humanities
Individual in Banks: Students
Retention and Disposal: To be determined

GRADUATE STUDIES OFFICE

General Records that Contain Personal Information
Laurentian University Scholarships Applications
Travel Grant Form
Fellowship Applications
Contracts for Teaching Assistants
Graduate Studies Summer Fellowship
Graduate Student Information
Ministry of Training, Colleges and Universities Enrolment Reports
Personnel Files (common to all departments)
Laurentian University Scholarships Applications
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: Applications for OGS/SSHRC/NSERC/ other internal and external scholarships
Uses: Administration of Scholarships for Graduate Studies
Users: Office of the Graduate Studies
Individuals in Bank: Graduate Students Scholarship Applicants
Retention and Disposal: 7 years, subsequently shredded

Travel Grant Form
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, student number
Uses: To issue payment for travel grants
Users: Office of the Graduate Studies and Financial Services Offices (Treasury)
Individuals in Bank: Graduate Students Applicants
Retention and Disposal: 7 years, subsequently shredded

Fellowship Applications
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, program of study, confidential letters of recommendation, CV, scholarship, award and bursary application records, student number, citizenship, language of correspondence
Uses: To receive federal and provincial fellowships for graduate students
Users: Office of the Graduate Studies
Individuals in Bank: Undergraduate and Graduate Students Applicants
Retention and Disposal: 7 years, subsequently shredded

Contracts for Teaching Assistants
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information and Privacy Office (IPO)
University Secretariat and General Counsel
Parker Building Room L-1130 · 935 Ramsey Lake Road, Sudbury, ON P3E 2C6
705-675-1151 ext. 3380

Information Maintained: name, home address, home phone number, personal e-mail address, program of study, date of birth, financial history/records (awards of monetary value), SIN, biographical information, student number
Uses: To determine eligibility of contracts for Teaching Assistants
Users: Office of the Graduate Studies
Individuals in Bank: Graduate Students Applicants
Retention and Disposal: 7 years, subsequently shredded

Graduate Studies Summer Fellowship
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, program of study, financial history/records (awards of monetary value), biographical information, student number
Uses: To administer Summer Fellowships
Users: Office of the Graduate Studies
Individuals in Bank: Graduate Students Applicants
Retention and Disposal: 7 years, subsequently shredded

Graduate Student Information
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, program of study, course enrollments, course grades, confidential letters of recommendation, grievance files, CV, salary information, employment contracts, scholarship, award and bursary application records, research-related records, biographical information, student number, employee number, awards and distinctions, medical certificates
Uses: Administration and support of academic functions
Users: Office of the Graduate Studies
Individuals in Bank: Graduate Students and Applicants to become Graduate Students
Retention and Disposal: 7 years, subsequently shredded; if applicant is refused, the applications are shredded one year after last use, if applicant is refused and does not respond, the application is shredded after three years.

Ministry of Training, Colleges and Universities Enrolment Reports
Location: Office of the Graduate Studies
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, student number, SIN, enrolment status, home address, date of birth, biographical information
Uses: Statistical reporting to MTCU
Users: Office of the Graduate Studies
Individuals in Bank: Graduate students
Retention and Disposal: Indefinite

OFFICE OF THE REGISTRAR AND SECRETARY OF SENATE

General Records that Contain Personal Information:
Student Appeal Files

Student Appeal Files
Location: Office of the Registrar and Secretary of Senate
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address home phone number, program of study, secondary school grades, course grades, course enrollments, medical records, psychological records and student number
Uses: Conducting Student Appeals
Users: Head of Registrar and Secretary of Senate
Individuals in Bank: Students
Retention and Disposal: To be determined

INSTITUTIONAL PLANNING OFFICE

General Records that Contain Personal Information
Faculty and Staff Personnel Information
Student Information
Applicant Information
Graduate Student Information
Personnel Files (common to all departments)

Faculty and Staff Personnel Information:
Information and Privacy Office (IPO)
University Secretariat and General Counsel - Parker Building Room L-1130 • 935 Ramsey Lake Road,
Sudbury, ON P3E 2C6
705-675-1151 ext. 3380

Location: Institutional Planning Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, home address, home phone number, personal e-mail address, salary information, employment contracts, terms of appointment, employee number
Uses: Internal and external stakeholders for information reporting purposes
Users: Institutional Planning Office
Individuals in Bank: Staff, Faculty
Retention and Disposal: To be determined

Student Information:
Location: Institutional Planning Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, home address, program of study, secondary school grades, course enrollment, course grades, financial history, scholarship & bursary application records, biographical information, student number, awards and distinctions
Uses: Internal and external stakeholders for information reporting purposes
Users: Institutional Planning Office
Individuals in Bank: Students
Retention and Disposal: To be determined

Applicant Information:
Location: Institutional Planning Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, program of study, secondary school grades, course enrollments, course grades, scholarship & bursary records, student number, awards and distinctions
Uses: Internal and external stakeholders for information reporting purposes
Users: Institutional Planning Office
Individuals in Bank: Applicants
Retention and Disposal: To be determined

Graduate Student Information:
Location: Institutional Planning Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
**Information Maintained:** name, date of birth, home address, home phone number, personal e-mail address, program of study, secondary school grades, course grades, course enrollment, scholarship & bursary records, biographical information, student number, awards and distinctions.

**Uses:** Internal and external stakeholders for information reporting purposes

**Users:** Institutional Planning Office

**Individuals in Bank:** Graduates

**Retention and Disposal:** to be determined

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**APPLICANT SERVICES**

**General Records:**
Prospective Students Information
Alumni’s Students Information
Personnel Files (common to all departments)

**Prospective Students Information**

**Location:** Applicant Services Office

**Legal Authority:** Laurentian University of Sudbury Act, 1960.

**Information Maintained:** name, date of birth, SIN, home address, home phone number, personal e-mail address, program of study, secondary school grades, educational goals, confidential letters or recommendations, CV, biographical information, student number

**Uses:** To evaluate prospective students’ admission to the University

**Users:** Applicant Services Office, Department Chairs and Coordinators

**Individuals in Bank:** Prospective Students

**Retention and Disposal:** Files of applicants (who never register for courses) are destroyed after one year

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**Alumni’s/Past Students Information**

**Location:** Applicant Services Office and in a storage cage on the 3rd floor of the Parker Building

**Legal Authority:** Laurentian University of Sudbury Act, 1960.

**Information Maintained:** name, date of birth, SIN, home address, home phone number, personal e-mail address, program of study, secondary school grades,
course enrollments, course grades, educational goals, confidential letters of recommendations, CV, biographical information, student number

**Uses:** Re-evaluation, convocation, appeals

**Users:** Applicant Services Office

**Individuals in Bank:** Alumni’s/Past Students

**Retention and Disposal:** To be determined

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**STUDENT RECORDS OFFICE**

**General Records that Contain Personal Information:**
Academic Student Information
Personnel Files (common to all departments)

**Academic Student Information**

**Location:** Student Records Office

**Legal authority:** *Laurentian University of Sudbury Act, 1960.*

**Information maintained:** name, date of birth, SIN, home address, home phone number, personal e-mail address, program of study, secondary school grades, course enrollments, course grades, educational goals, biographical information, student number, awards and distinctions

**Uses:** Managing the academic records of applicants and students

**Users:** Student Records Office

**Individuals in Banks:** Applicants, Students, Graduates

**Retention and Disposal:** Indefinite

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**STUDENT AWARDS AND FEES OFFICE**

**General Records that Contain Personal Information:**
Students Financial Aid Information
Applicants Financial Aid Information

**Students Financial Aid Information:**

**Location:** Awards and Fees Office, OSAP

Information Maintained: name, date of birth, SIN, home address, home phone number, personal e-mail address, program of study, course enrollments, salary information, employment contracts, driver’s license card number, financial history/records, scholarship and bursary application records, biographical information, student number, awards and distinctions, marriage certificates, separation/divorce papers, immigration records, credit reports, CRA Notice of Assessments, bankruptcy documents, medical notes, birth certificates, credit card information.

Uses: Illegibility purposes for financial aid and awards.

Users: Student Awards and Fees Office

Individuals in Bank: Students, Graduates.

Retention and Disposal: To be determined.

Applicants Financial Aid Information

Location: Student Awards and Fees Office, OSAP


Information Maintained: name, home address, home phone number, personal e-mail address, program of study, secondary school grades, educational goals, CV, salary information, date of birth, driver’s license card number, financial history/records, scholarship and bursary application records, SIN, biographical information, student number, awards and distinctions.

Uses: Illegibility purposes for financial aid and awards.

Users: Student Awards and Fees Office

Individuals in Bank: Applicants.

Retention and Disposal: To be determined.

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR ACADEMIC AND INDIGENOUS PROGRAMS

General Records that Contain Personal Information:

Faculty Relation Information

Personnel Files (common to all departments)
Faculty Relation Information
Location: Office of the Vice President of Academic and Indigenous Programs
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, grievance files, salary information, employment contracts
Uses: Labour Relations
Users: Vice President of Academic and Indigenous Programs
Individuals in Bank: Faculty
Retention and Disposal: Retained for a year, subsequently destroyed

CENTRE FOR ACADEMIC EXCELLENCE

General Records that Contain Personal Information:
Student Group Data
Student Information
Learning Assistance Centre Records
Aboriginal Transition Program Records
Student Engagement Records
TA Training Workshop Attendance Records
Personnel Files (common to all departments)

Student Group Data
Location: Office of the Centre for Academic Excellence
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, personal e-mail address, program of study, secondary school grades, course enrollments, course grades, date of birth, biographical information, student number, home phone number, educational letters, grievances, medical history/records, psychiatric or psychological history/records
Uses: To identify trends in student performance to help with the basis of programming
Users: Director
Individuals in Bank: Undergraduate Students
Retention and Disposal: To be determined
Student Information
Location: Office of the Centre for Academic Excellence
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, course grades, biographical information, student number, student appeals, medical history/records, psychiatric or psychological history/records, educational goals, notes of student’s visit to use as follow-up
Uses: To identify the student’s progress and determine the appropriate help needed
Individuals in Bank: Director and Academic Advisors
Retention and Disposal: To be determined

Learning Assistance Centre Records
Location: Office of the Centre for Academic Excellence
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, student number
Uses: To register for a workshop and one-on-one sessions and for attendance sheet
Users: Director, Academic Advisors and Tutors
Individuals in Bank: Undergraduate & Graduate Students
Retention and Disposal: To be determined

Aboriginal Transition Program Records
Location: Office of the Centre for Academic Excellence
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, course grades, student number
Uses: To work in collaboration with Giizhiitaawswin, Supplemental Instruction, NAGE, SAGE to ensure Native student’s success
Users: Director, Transition Program Manager, and academic advisors,
Individuals in Bank: undergraduate students
Retention and Disposal: To be determined

Student Engagement Records
Location: Office of the Centre for Academic Excellence
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, student number, name of program, leadership, volunteerism, governance, awards, educational experience, competitions, contact person information
Uses: For the application of the student engagement information to be included in the student’s official transcript
Users: Director, Registrar and Academic Advisors
Individuals in Bank: Undergraduate and Graduate Students
Retention and Disposal: To be determined

TA Training Workshop Attendance Records
Location: Office of the Centre for Academic Excellence
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, information about workshops attended
Uses: Record of attendance at workshops used to determine whether the teaching assistant and or/student is eligible for the Teaching Assistant Training Certificate
Users: Director, Manager Learning Assistance Centre
Individuals in Bank: Teaching Assistants, Students
Retention and Disposal: To be determined

LIBRARY SERVICES

General Records that Contain Personal Information:
Library Accounts
Archives
Interlibrary Loan Materials
Personnel Files (common to all departments)

Library Accounts
Location: J.N. Desmarais Library
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, photographic images, student number, employee number, library fines, daily circulation sheets.
Uses: For circulation and reservation of library materials
Users: Personnel from the Library Services
Individuals in Bank: Staff, Students, Faculty and Public Users with borrowing privileges
Retention and Disposal: 7 years, subsequently shredded

Archives
Location: J.N. Desmarais Library (Archives)
Legal Authority: Copyright Act, 1985, Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number
Uses: Maintain records to be compliant to the Copyright Act
Users: Archivist
Individuals in Bank: Staff, Students, Faculty and Members of the Public who access the archives
Retention and Disposal: Maintained for three years in Archives, shredded in fourth year

Interlibrary Loan of Materials
Location: ScholarsPortal Server (Toronto)
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information maintained: name, home address, personal e-mail address, program of study
Uses: Information is needed in the event the requester needs to be contacted.
Users: Personnel from the Library Services
Individuals in Banks: Students, Faculty, Public and Staff
Retention and Disposal: To be determined

OFFICE OF THE ASSOCIATE VICE PRESIDENT

General Records that Contain Personal Information:
Student Disciplinary and Appeal Records
Personnel Files (common to all departments)

Student Disciplinary and Appeal Records
Location: Office of the Associate Vice President Student Affairs
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, program of study, course grades, date of birth, biographical information, medical records, psychiatric records, student number
Uses: Implementation of the Student Code of Conduct and other student related policies
Users: Office of the Associate Vice President Student Affairs
Individual in Bank: Students
Retention and Disposal: To be determined

CENTRE FOR CONTINUING EDUCATION

General Records that Contain Personal Information:
Student Information
Course Information
Personnel Files (common to all departments)

Student Information
Location: Office of Centre for Continuing Education (CCE)
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, program of study, course enrollments, course grades, educational goals, confidential letters of recommendation, medical history/records, evaluations/opinions, biographical information, student number
Uses: Information is needed to provide academic advising and counseling in regards to honourable withdrawals, re-admission to University, Academic Regulations & Awards Committee (ARA) appeals
Users: CCE Staff, Registrar, Envision instructors
Individuals in Bank: Students
Retention and Disposal: To be determined

Course Information
Location: Office of Centre for Continuing Education
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, salary information, employment contracts, terms of appointment, evaluations/opinions
Uses: Information contained therein provides historic overview of Envision course creation and maintenance.
Users: Designated CCE Staff in relation to their employment

Individuals in Bank: Authors, Readers, Revisers, Instructional Designers, Typists, Academic Department Chairs and Members

Retention and Disposal: To be determined

ACCESSIBILITY SERVICES

General Records that contain Personal Information:
- Accessibility Services Records
- Personnel Files (common to all departments)

Accessibility Services Records
Location: Office of the Accessibility Services
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, program of study, course enrollments, confidential letters of recommendation, medical history/records, psychiatric or psychological history/records, date of birth, scholarship, award and bursary application records, biographical information, student number
Uses: These files are used to deliver accommodations to the students based on medical/psychological documents provided by the student and with permission of the student.
Users: Coordinator of Special Needs, Secretary, Learning Strategists, Study Skills Strategist, Assistive Technologist
Individuals in Bank: Students requesting Accessibility Services
Retention and Disposal: Medical records are kept 10 years and subsequently shredded; other files are kept for one year and subsequently shredded.

HEALTH AND WELLNESS SERVICES

General Records that contain Personal Information:

Health and Wellness Services:
Medical Records
Ontario Health Insurance Plan Information
Other Health Insurance Information
Employee Assistance Program

**Health and Wellness Counselling and Support Programs:**
- Personal Counselling files
- Career Counselling files
- Non-Laurentian exams taken by students at the Laurentian exam site files
- Personnel Files (common to all departments)

**Medical Records**
*Location:* Office of Health Services

**Legal Authority:** *Laurentian University of Sudbury Act*, 1960, collection is for law enforcement purposes such as legal proceedings or complying with a court order or other legal requirements, *Regulated Health Professionals Act, Nursing Act, 1991, Health Insurance Act, Workplace Safety Insurance Act, 1997*

**Information Maintained:** name, home address, home phone number, personal e-mail address, program of study, date of birth, SIN (if WSIB related), health card number, next-of-kin/emergency contact information, biographical information, medical history/records, psychiatric or psychological records, student number, employee number

**Uses:** To book appointments

**Users:** Health Services personnel: Physicians, Registered Nurses, Nurse Practitioners, Medical Secretary, Nursing Students in clinical placement. Other users, but not limited to: health care professionals included in patient’s circle of care (hospital and lab personnel)

**Individuals in Bank:** Students and their Dependents, Staff, Faculty, Visitors

**Retention and Disposal:** Medical Records for Adults are retained for 10 years as per Ontario Medical Association Guidelines and the College of Nurses Guidelines (records retained required by regulation for at least 10 years after the date of the last entry in the record or patient’s discharge or death). For minors: 10 years after the day the patient turns or would have turned 18. Where a claim of negligence may arise: Adults: A minimum of 15 years from the date of which the act or omission upon which the claim of negligence could be based occurred. And for Minors: A minimum period of 15 years from the date the patient turned 18. Confidential destruction/secure shredding of all medical files shall be done on-site.
Health Insurance Records
Location: Office of Health Services
Legal Authority: Laurentian University of Sudbury Act, 1960, Health Insurance Act
Information Maintained: name, home address, home phone number, personal e-mail address, program of study, medical history/records, psychiatric or psychological history/records, date of birth, health card number, biographical information, student number, employee number
Uses: According to the Health Insurance Act, every physician, practitioner and health Facility shall maintain such records as may be necessary to establish whether, he, she or it has provided an insured service to a person (patient). The Health Insurance Act requires that records be maintained to demonstrate that: an insured service was provided and the service was medically and therapeutically necessary
Users: Medical Secretary, Ministry of Health and Insurance Carriers (Sunlife, Cowan, Manulife, UHIP, Quebec Insurance…)
Individuals in Bank: Students, Staff, Faculty, Visitors
Retention and Disposal: A minimum of 10 years, in line with statutory retention periods for clinical records, to assist in proving billing was necessary. For electronic records, secure disposal may include either physically destroying the media they are stored on such as CD or magnetically erasing or overwriting the information in such a way as the information cannot be recovered.

Employee Assistance Program (EAP) Records
Location: Office of Health Services
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, medical history/records, psychiatric or psychological history/records, date of birth, SIN (if WSIB related), health card number, next-of-kin/emergency contact information, biographical information, employee number
Uses: EAP invoices from External EAP providers for counselling services
Users: Employee Assistance Program (EAP) Coordinator and Employee Assistance Program (EAP) Secretary. Anonymous invoices are sent to Treasury for Payment of counselling sessions by External EAP providers.
Individuals in Bank: Staff and Faculty and their Immediate Dependants
Retention and Disposal: Adults: 10 years after the last entry date, visit or death. Minors: 10 years after the day the patient turns or would have turned 18.
Confidential destruction/secure shredding of all invoices on site by EAP Coordinator of EAP Secretary

**Counselling and Support Programs Records**

**Location:** Office of the Registrar and Institutional Research  
**Legal Authority:** *Laurentian University of Sudbury Act, 1960, Social Work & Social Service of Work Act, 1998*  
**Information Maintained:** name, home address, home phone number, personal e-mail address, program of study, secondary school grades, course enrollments, course grades, educational goals, confidential letters of recommendation, CV, salary information, employment contracts, date of birth, next-of-kin/emergency contact information, biographical information, medical history/records, psychiatric or psychological history/records, scholarship, award and bursary, student number, employee number  
**Uses:** In order to provide academic support, personal support and counseling, career counselling, academic guidance, and to allow us to help students in coping with personal and painful issues in their lives.  
**Users:** Manager of Health Services, Counselling Staff, Counsellors, Support Secretary  
**Individuals in Bank:** Students and their Dependants  
**Retention and Disposal:** files are kept for 7 years, the Statute of Limitations norm. After 7 years, we dispose by shredding all confidential information and records.

**LAURENTIAN INTERNATIONAL’S OFFICE**

**General Records that Contain Personal Information:**  
International Student Applications  
International Student Information  
Sponsorship Database  
Personnel Files (common to all departments)

**International Students Applications for English Academic Preparations (EAP) Program or Exchange Students**

**Location:** EAP application files are located in the office of the EAP Transition Coordinator, Exchange Students applications files are stored in the Office of the
Exchange International Program Office; after one year all application files are stored in a locked cabinet in the staff room at the University of Sudbury (same building)

**Legal Authority:** Laurentian University of Sudbury Act, 1960.

**Information Maintained:** name, home address, home phone number, personal e-mail address, program of study, course enrollments, course grades, educational goals, confidential letters of recommendation, date of birth, biographical information, country of citizenship, scholarship, award and bursary application records, student number, employee number, awards and distinctions, CV, sponsorship letters for scholarship, evaluations/opinions, photographic images, medical history/records, psychiatric or psychological history/records, credit card information, bank account information

**Uses:** To gain admission to the EAP program or as an exchange student

**Users:** Laurentian International Director, International Programs Officer, Mobility Assistant, EAP Transition Coordinator

**Individuals in Bank:** Student Applicants, Faculty, Applicants

**Retention and Disposal:** 7 years and subsequently shredded

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**EAP and International Student Information**

**Location:** EAP files are located in the Head Instructor Office, International Student Files are located in the International Student Services Office, and after one year all student files are stored in a locked cabinet in the staff room at the University of Sudbury (same building)

**Legal Authority:** Laurentian University of Sudbury Act, 1960.

**Information Maintained:** name, home address, home phone number, personal e-mail address, date of birth, biographical information, student number, employee number, awards and distinctions, may also include: program of study, secondary school grades, course enrollments, course grades, educational goals, confidential letters of recommendation, student appeals, CV, scholarship sponsorship letters, employment contracts, medical history/records, psychiatric or psychological history/records, driver’s license card number, credit card information, bank account information, financial information about sponsorship, scholarship, award and bursary application records, SIN, health card number (spouse may have OHIP – needed to exempt from UHIP), next-of-kin/emergency contact information, evaluations/opinions, photographic images, copies of letters issued to the student to provide to external agencies
Uses: To support the international students and to register them for the University Health Insurance Plan (UHIP)
Users: Laurentian International Director, Coordinator International Students Services, EAP Transition Coordinator, Head instructor EAP, Head Tutor
Individuals in Bank: International Students
Retention and Disposal: 7 years and subsequently shredded

**Sponsorship Information Database**
Location: LU Server
Legal Authority: *Laurentian University of Sudbury Act, 1960.*
Information Maintained: name, program of study, sponsorship number, may also include: date of birth, financial information in regards to sponsorship, spouse’s information
Uses: To be able to collect payments for tuition and auxiliary fees
Users: All of Laurentian International Staff, Student Fees Clerk for invoices
Individuals in Bank: International Student’s sponsorship letters
Retention and Disposal: Indefinite

**Voyageur Athletics and Campus Recreation Office**

General Records that Contain Personal Information:
Team Roster Files
Eligibility Certificates
Sports Camp Registrations
Varsity Athletes Databank
Campus Recreation Facility Memberships
Interest Program Course Registrations
Campus Recreation Facilities Bookings
Campus Recreation Driver’s List
Campus Recreation Incident Reports
Personnel Files (common to all departments)

**Team Roster Files**
Location: Office of Interuniversity Athletics
Legal Authority: Laurentian University of Sudbury Act, 1960; Eligibility and Team rosters are mandated by provincial (OUA) and national (CIS) sport governing bodies

Information Maintained: name, home address, home phone number, personal e-mail address, program of study, date of birth, scholarship, award and bursary application records, next-of-kin/emergency contact information, photographic images, student number, year of eligibility, height, weight, drug exemption form provided by the CCES

Uses: For Laurentian University Athletics Department, Ontario University Athletic (OUA), Canadian Interuniversity Sports (CIS)

Individuals in Bank: Student Athletes

Retention and Disposal: 8 to 10 years electronically, shred hardcopies yearly

Eligibility Certificates

Location: Office of Interuniversity Athletics

Legal Authority: Laurentian University of Sudbury Act, 1960.

Information Maintained: name, program of study, jersey number, current year of eligibility, year of study, hometown, province

Uses: To comply with OUA & CIS regulations, posted on the website

Users: All staff of Voyageur Athletics and Campus Recreation

Individuals in Bank: Laurentian Varsity Athletes

Retention and Disposal: Updated yearly, to be determined

Sports Camp Registrations

Location: Office of Interuniversity Athletics

Legal Authority: Laurentian University of Sudbury Act, 1960.

Information Maintained: name, home address, home phone number, personal e-mail address, date of birth, credit card information, health card number, next-of-kin/emergency contact information, biographical information, photographic images, release & waiver form, code of conduct, emergency allergy form, health questionnaire, medical history/records

Uses: To register youths from 6 to 17 years of age for sports camps

Users: Athletic Secretary, Camp Coordinator, Athletic Director

Individuals in Bank: Youths from 6 to 17 years of age (external community)

Retention and Disposal: 1 year after last use, subsequently shredded
Varsity Athletes Databank  
**Location:** Office of Interuniversity Athletics  
**Legal Authority:** Laurentian University of Sudbury Act, 1960.  
**Information Maintained:** name, home address, home phone number, personal e-mail address, program of study, course enrollments, course grades, date of birth, scholarship, award and bursary application records, health card number, next-of-kin/emergency contact information, biographical information, student number, waiver information  
**Uses:** For the administration of year-end award ceremony and to provide information to OUA & CIS  
**Users:** Director of Athletics, Athletics Secretary, Sports Marketing  
**Retention and Disposal:** Updated yearly, to be determined

Campus Recreation Facility Memberships  
**Location:** Office of Campus Recreation  
**Legal Authority:** Laurentian University of Sudbury Act, 1960.  
**Information Maintained:** name, home address, home phone number, personal e-mail address, date of birth, credit card information, biographical information, photographic images (photo ID cards), medical history/records, student number  
**Uses:** For the administration of the usage of all facilities  
**Users:** Campus Recreation Secretary, Manager of Campus Recreation, Equipment, Facilities & Membership Supervisor  
**Individuals in Bank:** Students, Staff, Faculty, Community Members of the Campus Recreational Facilities  
**Retention and Disposal:** To be determined

Interest Program Course Registrations  
**Location:** Office of Campus Recreation  
**Legal Authority:** Laurentian University of Sudbury Act, 1960.  
**Information Maintained:** name, home address, date of birth, credit card information, next-of-kin/emergency contact information, biographical information, may also include: personal e-mail address, medical history/records  
**Uses:** To administer interest program courses  
**Users:** Campus Recreation Secretary, Aquatic Coordinator
Individuals in Bank: all interest program Participants (internal & external community)
Retention and Disposal: credit card information deleted once processed, other files to be determined

Campus Recreation Facilities Bookings
Location: Office of Campus Recreation
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, credit card information, student number, facility membership card, group information, may also include: medical history/records, waivers
Uses: To book campus recreation facilities such as gymnasium, pool, climbing wall, fields, and squash courts
Users: Campus Recreation Secretary, Manager of Campus Recreation, Director of Athletics
Individuals in Bank: Participants using campus recreation facilities (internal & external participants)
Retention and Disposal: To be determined

Campus Recreation Driver’s List
Location: Office of Campus Recreation
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, date of birth, driver’s license card number and class department, photographic images (copy of driver’s license card number), student number, employee number, accident history, convictions, longest trip to be expected
Uses: To be able to operate the company vehicle for business purposes, insurance and liability purposes
Users: Campus Recreation Secretary, Manager of Campus Recreation, Supervisor, Security, Risk Management & Parking Services
Individuals in Bank: Campus Recreation Staff only
Retention and Disposal: updated yearly, to be determined

Campus Recreation Incident Reports
Location: Office of Campus Recreation
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, year of birth, guardian information if applicable, description of incident, description of injury, if any first aid has been given, notes and documentation from the first aid respondent, area of injury circled on the picture of the front and back of human body, description of what the person is wearing

Uses: To report incidents to Manager of Campus Recreation to ensure proper follow-up are done

Users: Manager of Campus Recreation, Supervisor and all other authorized campus recreation Staff on a need to know basis

Individuals in Bank: Participants who suffer an incident while using Campus Recreation facilities

Retention and Disposal: To be determined

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Bureau du Consortium National de Formation en Santé

General Records that Contain Personal Information:
Files for project administration, research, recruitment, training and coordination programs

Files for project administration, research, recruitment, training and coordination programs
Location: Office of the Consortium national de formation en santé (CNFS)
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, confidential letters of recommendation, CV, salary information, employment contracts, bank account information, contracts, financial history/records, scholarship, award and bursary application records, SIN, research-related records, evaluations/opinions, photographic images for publicity only, student number, employee number, awards and distinctions
Uses: For the administration of projects, research, recruitment, training and coordination programs
Users: CNFS Coordinator, CNFS Secretary, Vice President of Francophone Affairs, Research and Graduate Studies
Individuals in Bank: Students, Staff, Researchers
Retention and Disposal: To be determined

**OFFICE OF THE VICE PRESIDENT, RESEARCH AND FRANCOPHONE AFFAIRS**

General Records that Contain Personal Information:
Selection Committees
Faculty Information
Staff Information
Personnel Files (common to all departments)

**Selection Committees**
Location: Office of the Vice President, Research and Francophone Affairs
Legal Authority: *Laurentian University of Sudbury Act*, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, educational goals, confidential letters of recommendation, CV, salary information, employment contracts, terms of appointment, evaluations, interview responses and awards and distinction
Uses: Selection committees for research related positions or positions related to francophone affairs at Laurentian University, other selection committees when requested by other members of the executive
Users: Vice President, Research and Francophone Affairs
Individuals in Bank: Faculty members (especially Research Chairs, Directors of research centers)
Retention and Disposal: To be determined

**Faculty Information**
Location: Office of the Vice President, Research and Francophone Affairs
Legal Authority: *Laurentian University of Sudbury Act*, 1960.
Information Maintained: name, research related records, evaluation/opinions, interview responses, contracts, educational goals, confidential letters of recommendation, grievance files, CV, salary information, medical certificates/letters, employee number, awards and distinctions
Uses: Administration
Users: Vice President, Research and Francophone Affairs
Individuals in Bank: Faculty and Support Staff
Retention and Disposal: To be determined

Staff Information
Location: Office of the Vice President, Research and Francophone Affairs
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, evaluation/opinions, interview responses, contracts, educational goals, confidential letters of recommendation, grievance files, CV, salary information, medical certificates/letters, employee number
Uses: Administration
Users: Vice President, Research and Francophone Affairs
Individuals in Bank: Faculty and Support Staff
Retention and Disposal: To be determined

Research, Development and Creativity Office

General Records that Contain Personal Information
Grant applications
Research Contracts
Ethics Pre & Post Approval Records
Applications for the Use of Animals in Research
Patents
Personnel Files (common to all departments)

Grant Applications
Location: Office of the Research Activities
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, CV, scholarship, research-related records, program of study, evaluations/opinions, biographical information, award and bursary application records, awards and distinctions, previous grants obtained, publications, may also include: date of birth
Uses: Financial records for successful grants, profile of the researcher
Users: VP of Francophone Affairs Research & Graduate Studies, Research Activities Managers, Administrative Assistant, Secretary, Director of Research and Development & Creativity

Individuals in Bank: Faculty members, Co-Applicants, Researchers and Students

Retention and Disposal: To be determined

Research Contracts

Location: Office of the Research Activities & Office of Intellectual Property

Legal Authority: Laurentian University of Sudbury Act, 1960.

Information Maintained: name, home address, personal e-mail address, CV, scholarship, award and bursary application records, previous contracts obtained, publications

Uses: Maintaining proper operation, execution of contracts

Users: VP of Francophone Affairs Research & Graduate Studies, Research Activities Managers, Administrative Assistant, Secretary, Director of Research and Development & Creativity

Individuals in Bank: Faculty members, business partners, graduate students

Retention and Disposal: To be determined

Ethics Pre & Post Approval

Location: Office of the Research Activities

Legal Authority: Laurentian University of Sudbury Act, 1960, Tri-Council policy statement (MOU: commitment by Laurentian University to comply to the TCPS2)

Information Maintained: Applications for ethics approval, steps in the approval process, reports by the researchers

Uses: Monitoring and compliance

Users: VP of Francophone Affairs Research & Graduate Studies, Research Activity Manager in charge of ethics, President of the Ethics Committee and other members, Administrative Assistant, Secretary, Director of Research and Development & Creativity

Individuals in Bank: Faculty, Researchers and Graduate Students

Retention and Disposal: 7 years, subsequently shredded, 20 years for clinical research

Applications for the Use of Animals in Research

Location: Office of Research Activities
Legal Authority: Laurentian University of Sudbury Act, 1960, Tri-Council policy statement (MOU: commitment by Laurentian University to comply to the TCPS2)

Information Maintained: applications for animal care approval, steps in the approval process, reports by the researchers

Uses: Monitoring and compliance

Users: Research activity Manager in charge of animal care, President of the animal care committee and other members, Administrative Assistant, Secretary, University veterinarian, Technologists, Director of Research and Development & Creativity

Individuals in Bank: Faculty, Researchers, Undergraduate and Graduate Students

Retention and Disposal: 7 years, subsequently shredded

**Patents**

Location: Office of Intellectual Property

Legal Authority: Laurentian University of Sudbury Act, 1960.

Information Maintained: patent applications, invention disclosures

Uses: Maintaining proper operation, ensuring that deadlines are kept and patents are maintained

Users: VP of Francophone Affairs Research & Graduate Studies, Technology Officer, Administrative Assistant & Secretary, Director of Research and Development & Creativity

Individuals in Bank: Faculty, Students

Retention and Disposal: 7 years, subsequently shredded

**OFFICE OF THE VICE PRESIDENT ADMINISTRATION**

General Records that Contain Personal Information:
Staff Relation Information
Personnel Files (common to all departments)

**Staff Relation Information**

Location: Office of the Vice President of Administration

Legal Authority: Laurentian University of Sudbury Act, 1960.
**Information and Privacy Office (IPO)**

University Secretariat and General Counsel - Parker Building Room L-1130 - 935 Ramsey Lake Road, Sudbury, ON P3E 2C6

705-675-1151 ext. 3380

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**Information Maintained:** name, home phone number, cellular phone numbers, salary information  
**Uses:** Labour Relations  
**Users:** Vice President Administration  
**Individuals in Bank:** Staff  
**Retention and Disposal:** To be determined

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**INFORMATION AND TECHNOLOGY OFFICE**

**General Records that Contain Personal Information:**  
Enterprise Resource Planning (ERP) includes Ellucian (Datatel) and WebAdvisor  
e-Directory  
D2L  
Tech Excel Records  
Tech Hub Records  
E-mail System  
Photography and Video Productions Consent Records  
Personnel Files: (common to all departments)

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**Enterprise Resource Planning (ERP) includes Ellucian (Datatel) and WebAdvisor**  
**Location:** LU Server  
**Legal Authority:** *Laurentian University of Sudbury Act, 1960.*  
**Information Maintained:** name, home address, home phone number, personal e-mail address, program of study, secondary school grades, course enrollments, course grades, educational goals, confidential letters of recommendation, grievance files, CV, salary information, employment contracts, medical history/records, psychiatric or psychological history/records, date of birth, driver’s license card number, credit card information, bank account information, contracts, financial history/records, terms of appointment, scholarship, award and bursary application records, SIN, health card number, next-of-kin/emergency contact information, research-related records, evaluations/opinions, interview responses, biographical
information, photographic images, student number, employee number, awards and distinctions.

**Uses:** Controlled access by department

**Users:** Assistant Director, Information Systems Programmers, Information Systems Administrators

**Individuals in Bank:** Students, Staff, Faculty

**Retention and Disposal:** Indefinite

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**e-Directory**

**Location:** LU Server

**Legal Authority:** *Laurentian University of Sudbury Act, 1960.*

**Information Maintained:** name, personal e-mail address, program of study, date of birth, photographic images, student number, employee number, sex, password, may include personal cell phone numbers

**Uses:** To control access to all electronic services except for Ellucian (Datatel), for verification of credentials such as passwords

**Users:** Manager of Infrastructure, Academic Support Adviser, Systems Support Adviser

**Individuals in Bank:** Students, Staff, Faculty, External (such as Board of Governors members) Alumni, Retirees

**Retention and Disposal:** Indefinite

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**D2L**

**Location:** Cloud (Waterloo)

**Legal Authority:** *Laurentian University of Sudbury Act, 1960.*

**Information Maintained:** name, personal e-mail address, program of study, course grades, educational goals, student number, employee number

**Uses:** Learning management system for electronic courses

**Users:** Students, Faculty, Staff

**Individuals in Bank:** Students, Faculty, Staff

**Retention and Disposal:** Indefinite

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**Tech Excel Records**

**Location:** LU Server

**Legal Authority:** *Laurentian University of Sudbury Act, 1960.*

**Information Maintained:** name, personal e-mail address, student number, employee number, may contain date of birth or personal contact information
Uses: For troubleshooting purposes  
Users: Tech Excel Staff and other authorized Staff as required  
**Individuals in Bank:** Students, Staff, Faculty  
**Retention and Disposal:** Indefinite

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**Tech Hub Records**  
**Location:** LU Server  
**Legal Authority:** *Laurentian University of Sudbury Act*, 1960.  
**Information Maintained:** name, personal e-mail address, home address, home phone number, credit card information, student number, employee number  
**Uses:** For sales and services of all electronic materials  
**Users:** Manager, Sales Clerk Technicians, Retail/Service Support Staff  
**Individuals in Bank:** Students, Staff, Faculty, External shoppers  
**Retention and Disposal:** Indefinite

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**E-mail System**  
**Location:** LU Server  
**Legal Authority:** *Laurentian University of Sudbury Act*, 1960.  
**Information Maintained:** name, personal e-mail address, student number, employee number  
**Uses:** To send electronic e-mails  
**Users:** Manager of Infrastructure, Academic Support Adviser, Systems Support Adviser  
**Individuals in Bank:** Students, Staff, Faculty  
**Retention and Disposal:** Indefinite

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**Photography and Video Productions Consent Records**  
**Location:** Office of Instructional Media  
**Legal Authority:** *Laurentian University of Sudbury Act*, 1960.  
**Information Maintained:** name, home address, home phone number, personal e-mail address  
**Uses:** Purposes of University promotions in accordance with photo/video consent form  
**Users:** Director, Telecommunications Administrative Technician, Photographer  
**Individuals in Bank:** Students, Staff, Faculty, Public  
**Retention and Disposal:** Indefinite


SECURITY, RISK MANAGEMENT & PARKING SERVICES

General Records that Contain Personal Information:
Incident Reporting Database, Foreign Travel Database
Investigations/Incidents Reports
Parking Applications
Lost and Found Records
Surveillance Records
Security Notebooks & Logs
Personnel Files (common to all departments)

Incident Reporting Database, Foreign Travel Database
Location: Office of Risk Management
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, program of study, driver’s licence card number, biographical information, photographic images, next-of-kin/emergency contact information, may also include: date of birth, date/location of incident, information details of incident, details of foreign travel destinations and all other information contained in Security Services incident reports, Health Services Reports, Active Living/Athletics Incident reports, Midwifery incident reports
Uses: Administration of risk management programs and analysis of incident trends and problem area to facilitate protection agencies, provision of statistical information for planning purposes
Users: Director of Security and Risk Management, and authorized Staff on a need to know basis
Individuals in Bank: Students, Staff, Faculty, whom have been involved in some manner with security incidents, treatment at Health Services, incidents while participating in course programs or those programs provided by Active Living and Athletics
Retention and Disposal: Incident Reports are maintained for 7 years and subsequently shredded. Foreign Travel Forms are maintained for 3 years and subsequently shredded


**Location:** Office of Risk Management  
**Legal Authority:** Laurentian University of Sudbury Act, 1960.  
**Information Maintained:** driver license card number, date of birth, driver history, may also include: notes from Insurance policy contracts, underwriting information, particulars of insurance claims  
**Uses:** Provided to Insurance Companies to adjust insurance claims and to verify driver status. Documents may be provided to legal counsel in the case of civil actions  
**Users:** Director of Security and Risk Management, VP Administration, University Secretariat, CURIE, University designated Insurance Broker and authorized staff on a need to know basis  
**Individuals in Bank:** Individuals who have incurred or been involved with losses off or on university property and authorized university drivers  
**Retention and Disposal:** Insurance, claims and risk management records are maintained indefinitely, Vehicle registration records are maintained for 7 years after vehicle termination and subsequently shredded/disposed, Driver forms are maintained for 7 years after employment ceases and subsequently shredded/disposed

**Investigations/Incidents Reports**

**Location:** Office of Risk Management, Parking & Security  
**Legal Authority:** Laurentian University of Sudbury Act, 1960 and for law enforcement purposes: investigations  
**Information Maintained:** name, home address, home phone number, program of study, course enrollments, date of birth, driver’s license card number, biographical information, photographic images, student number, employee number  
**Uses:** Keep accurate records for investigations/incidents  
**Users:** Student Affairs, Insurance and Risk Management, City of Greater Sudbury Police Services, OPP, RCMP
Individuals in Bank: Students, Staff, Faculty, Visitors
Retention and Disposal: 7 years, subsequently shredded

Parking Applications
Location: Office of Risk Management, Parking & Security
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, medical history/records, student number, employee number
Uses: Necessary for the distribution of parking spaces
Users: All Staff of Risk Management, Security & Parking Services
Individuals in Bank: Students, Staff, Faculty, Visitors
Retention and Disposal: 1 (one) academic year, overwritten each year

Lost and Found Records
Location: Office of Risk Management, Security & Parking Services
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, student number, employee number
Uses: Necessary for the return of property
Users: All staff of Security, Risk Management & Parking Services
Individuals in Bank: Students, Staff, Faculty, Visitors
Retention and Disposal: 1 (one) academic year and items disposed of every 90 days except for students cards which are returned to Library Services

Surveillance Records
Location: Office of Risk Management, Security & Parking Services
Legal Authority: Laurentian University of Sudbury Act, 1960, and for law enforcement purposes (investigations)
Information Maintained: biographical information, photographic images
Uses: Surveillance cameras record information
Users: Security, Risk Management & Parking Services, Greater Sudbury Police Services, OPP, RCMP
Individuals in Bank: Staff, Students, Visitors, Faculty
Retention and Disposal: Information recorded for a 30 day period, subsequently overwritten
Security Notebooks & Logs
Location: Office of Risk Management, Security & Parking Services
Legal Authority: Laurentian University of Sudbury Act, 1960, and for law enforcement purposes: investigations
Information Maintained: May include: name, home address, home phone number, personal e-mail address, date of birth, driver’s license card number, student number, employee number, next-of-kin/emergency contact information, license plate number, descriptive details of event(s), all written information of the incident(s) noted by the security guard on duty
Uses: Security guards record their notes in their personal notebook and then log the main incident in the designated ledger books
Individuals in Bank: Students, Staff, Faculty, Visitors, Contractors
Retention and Disposal: 7 years and subsequently shredded

HOUSING AND FOOD SERVICES

General Records that contain Personal Information:
Residence Application & Student Information
Residence Sign-In Book & Log Book
EventPro Program
Printing Services Invoices/Records
Off-Campus Listing Services
Personnel Files (common to all departments)

Residence Application & Student Information
Location: LU Network
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, program of study, medical history/records, date of birth, health card number, next-of-kin/emergency contact information, biographical information, student number, employee number, may also include: notes of incident reports, disciplinary letters
Uses: To assign rooms and determine which Residence they qualify for, for administrative purposes and invoicing

Users: Residence Secretary, MSR Manager, Supervisor, Director of Services, Student Fees, Risk Management Parking & Security, Affiliated Residences

Individuals in Bank: Students, Staff, Faculty

Retention and Disposal: To be determined

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**Residence Sign-In Book & Log Book**

Location: Sign-In Book is located at the main entrance of the Residences and each floor contains a Log Book for the Residence Assistant and the main Porter Log Book is kept in the Porter’s Office.

Legal Authority: *Laurentian University of Sudbury Act, 1960.*

Information Maintained: name, student number, driver’s license card number, may also include: notes for incident report purposes

Uses: For security purposes, to monitor entrance and exit of people in the residence after lock down.

Users: Residence Assistant (RA), Community Advisor (CA), Porters

Individuals in Bank: Students, Staff, Faculty and Visitors

Retention and Disposal: To be determined, all sign-in books and log books handed in at the Residence’s office at the end of each academic year.

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**EventPro Program**

Location: LU Server

Legal Authority: *Laurentian University of Sudbury Act, 1960.*

Information Maintained: name, home address, home phone number, personal e-mail address, student number, employee number

Uses: To book rooms and events on campus and to arrange setups

Users: Treasury, Switchboard, Instructional Media Centre (IMC), Risk Management Parking & Security, Registrar’s Office, President’s Office, National Corporate Housing (NCH), Chief of Staff, VP Administration, ARAMARK

Individuals in Bank: Staff, Faculty, Students, Exterior Groups

Retention and Disposal: To be determined

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**Printing Services Invoices/Records**

Location: Office of Printing Services

Legal Authority: *Laurentian University of Sudbury Act, 1960.*
Information Maintained: name, student number, employee number, for exterior groups: home address, home phone, personal e-mail address
Uses: To request materials printed or ordered and for invoicing services provided
Users: All of Printing Services Staff, Treasury
Individuals in Bank: Staff, Faculty, Students, Exterior Groups
Retention and Disposal: To be determined

Off-Campus Listing Services
Location: Laurentian Website, Off-Campus Housing Office, Resident’s Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number
Uses: To provide other options of housing accommodations outside of Laurentian University Residences
Users: Off-Campus Staff & Students, Residence Assistants (RA), Community Advisors (CA)
Individuals in Bank: Landlords and Renters
Retention and Disposal: To be determined

FINANCIAL SERVICES

General Records that Contain Personal Information:
Tuition Fees Exemption List
Vendor Direct Deposit Information Form
Visa Purchase & Travel Cards Records
Research Grants & Scholarship Records
Payable Records
Purchasing Records
Personnel Files (common to all departments)

Tuition Fees Exemption List
Location: Finance Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, program of study, course enrollments, course grades, date of birth, biographical information, relation of kin, student number, employee number, may also include: contracts
Uses: To administer the tuition exemption program for staff, faculty and their dependants
Users: Finance Administrative Assistant
Individuals in Bank: Staff, Faculty and their Dependants
Retention and Disposal: 3 years are kept in the office and older records are archived at the J.N. Desmarais Library

Vendor Direct Deposit Information Form
Location: Finance Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: company name, company or home address, contact name, bank account information: vendor bank name, name on bank account, bank address, bank number, branch number, bank account number, e-mail address if remittance information is required
Uses: To issue direct deposit payments to vendors
Users: Finance Administrative Assistant & Assistant of Budgets & Research Accounts
Individuals in Bank: Vendors
Retention and Disposal: To be determined

Visa Purchase & Travel Cards Records
Location: Finance Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, personal e-mail address, date of birth
Uses: For purchasing and travel expenses
Users: Finance Administrative Assistant & Assistant of Budgets & Research Accounts
Individuals in Bank: Staff, Faculty & Research Students
Retention and Disposal: To be determined

Research Grants & Scholarship Records
Location: Finance Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, salary information, scholarship, award and bursary
Uses: To comply and report for grants
Users: Manager of Research & Payables, Assistant of Budgets & Research Accounts, Accounts Clerk
Individuals in Bank: Staff, Faculty
Retention and Disposal: 7 years subsequently shredded

Payable Records
Location: Office of Treasury
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, bank account information, may also include: personal e-mail address
Uses: To reimburse individuals and vendors
Users: Manager of Research & Payables, Accounts Payable Clerk, Accounts Clerk, Fees & Receipts Clerk
Individuals in Bank: Staff, Faculty, Vendors
Retention and Disposal: 7 years, subsequently shredded

Purchasing Records
Location: Office of Treasury
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, personal e-mail address, CV, contracts, financial history/records, research-related records, evaluations/opinions, interview responses, biographical information, photographic images
Uses: Collection is necessary for the proper administration for Purchasing goods and services
Users: Department Staff, lawyers, other university employees as required (depending on nature of information access request)
Individuals in Bank: Students, Staff, Faculty, Members of the public, Vendors, Lawyers, Insurance companies, Insurance, Brokers, Courts, Adjusters
Retention and Disposal: 7 years, subsequently shredded

ADVANCEMENT AND DEVELOPMENT OFFICE

General Records that Contain Personal Information:
Alumni Records
Laurentian University Alumni Association (LUAA) Board application forms
Donor and Prospects Records
Personnel Files (common to all departments)

**Alumni Records**
**Location:** Office of University Advancement.
**Legal Authority:** Laurentian University of Sudbury Act, 1960.
**Information Maintained:** name, current and past home address, home phone number, personal e-mail address, current and past business info, program of study, research-related records, awards and distinctions, event attendance information
**Uses:** To maintain a record of students and alumni for contact and communications, fundraising, and social activities
**Users:** Director of Alumni Relations, Alumni Officer(s) and Staff, Director of Development, Development Managers and Staff.
**Individuals in Bank:** Students and their next of kin, Alumni, individuals external to the University
**Retention and Disposal:** Credit card numbers are shredded confidentially after payment is processed; donation forms are shredded confidentially after one year and other files to be determined

**Laurentian University Alumni Association (LUAA) Board application forms**
**Location:** Office of Alumni Relations
**Legal Authority:** Laurentian University of Sudbury Act, 1960.
**Information Maintained:** name, preferred phone number, preferred e-mail address, CV, evaluations/opinions, personal reasons for applying for a position on the board, description of their experience at Laurentian University while a student.
**Uses:** To evaluate alumni applying for a position on the LUAA Board
**Users:** Executive Director and Executive Assistant of University Advancement, Director Secretary of Alumni Relations, Volunteer members of the LUAA Nominating Committee
**Individuals in Bank:** Alumni applying for a position on the LUAA Board
**Retention and Disposal:** forms are shredded confidentially after two years

**Donor and Prospects Records**
**Location:** Office of University Advancement.
**Legal Authority:** Laurentian University of Sudbury Act, 1960.
**Information Maintained:** name, home address, home phone number, personal e-mail address, credit card information, bank account information, business information, employee number, student number, awards and distinctions, program
of study, date of birth, financial history/records, event attendance, personal interests, family and business information.

Uses: To maintain a record of corporate and individual donors and their donation history as well as prospective donors for the purposes of fundraising, communication and promotional activities

Users: Executive Director, Assistant to the Executive Director, Director of Development, Development Managers, Development Staff, Students, Finance Department, Payroll Department, Treasury Office

Individuals in Bank: Laurentian Alumni, Staff and Faculty, Laurentian University donors and supporters, potential donors and supporters.

Retention and Disposal: Credit card numbers are shredded confidentially after payment is processed; other files to be determined

OFFICE OF THE UNIVERSITY SECRETARY & GENERAL COUNSEL

General Records that Contain Personal Information:
Board Membership Information
Legal Files
Vault Folders
Access and Privacy Records
Personnel Files (common to all departments)

Board Membership Records
Location: Office of University Secretariat and General Counsel
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, personal e-mail address, confidential letters of recommendation, CV, terms of appointment, photographic images, dietary information, vehicle licence plate number, awards and distinctions
Uses: Governance administration and meeting standing committee
Users: Office of University Secretariat and General Counsel
Individuals in Bank: Board members
Retention and Disposal: Indefinite

Legal Files
Location: Office of University Secretariat and General Counsel
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, home address, home phone number, program of study, course enrollments, grievance files, salary information, employment contracts, medical history records, contracts, terms of appointment, evaluations/opinions, biographical information, student number, employee number
Uses: Administration of legal files
Users: Office of University Secretariat and General Counsel
Individuals in Bank: Students, Faculty, Staff
Retention and Disposal: To be determined

Vault Folders
Location: Fire resistant vault in the Parker Building
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, contracts, financial history/records
Uses: Internal and external contract agreements
Users: Office of University Secretariat and General Counsel
Individuals in Bank: external contractors /members of the public
Retention and Disposal: Indefinite

Access and Privacy Records
Location: Office of the Records and Information & Privacy Officer
Legal Authority: Laurentian University of Sudbury Act, 1960, Freedom of Information and Protection of Privacy Act (FIPPA)
Information Maintained: name, home address, home phone number, personal e-mail address, responsive records (possible containing personal information of requesters themselves, and/or others, as well as possible containing third party information)
Uses: To process and respond to requests for information made under FIPPA
Users: Office of University Secretariat and General Counsel, Records and Information & Privacy Officer
Individuals in Bank: Staff, faculty, Students, Public
Retention and Disposal: to be determined
OFFICE OF THE HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT (INCLUDES HUMAN RIGHTS OFFICE)

General Records that Contain Personal Information:
Payroll Information and Personnel Files
Pension and Benefits Records
Sick Leave Files
Labour Relations Files
Job Competition Records
WSIB Records
Training Files
Human Rights Advice/Assistance Files

Payroll Information and Personnel Files
Location: Staff Personnel files are kept in the HR office and the Faculty personnel files are kept with the Dean of the department
Legal Authority: Laurentian University of Sudbury Act, 1960, Revenue Canada Regulations and Employment Standards Act
Information Maintained: name, home address, home phone number, confidential letters of recommendations, CV, salary information, employment contracts, hiring date, timesheets, tax/CPP/EI information, leaves of absences, performance evaluations, resumes, references, personal requests, date of birth, bank account information, contracts, financial history/records, terms of appointment, SIN, evaluations/opinions, student number, employee number, personal e-mail address, driver’s license card number, next-of-kin/emergency contact information
Uses: Administration of payroll and employment
Users: Human Resources Staff, Payroll Staff, Finance Staff
Individuals in Bank: Staff, Faculty
Retention and Disposal: 10 years after departure, subsequently shredded

Pension and Benefits Records
Location: HR Office
Legal Authority: Laurentian University of Sudbury Act, 1960, Financial Services Commission of Ontario and Revenue Canada Regulations
Information Maintained: name, home address, home phone number, salary information, employment contracts, date of birth, bank account information,
contracts, financial history/records, SIN, next-of-kin/emergency contact information, evaluations/opinions, biographical information, student number, employee number, birth certificate, may also include: personal e-mail address, medical history/records, psychiatric or psychological history/records, terms of appointment, photographic images (passports), spouse’s SIN, spouse’s birth certificate, marriage certificate, may also include minor proof documents accepted by the pension plan: a certified extract from the family record contained in the family Bible, a birth notice appearing in the local newspaper, a statement by the attending physician at the time of birth, a baptismal certificate where baptism was after the first year of birth, school records, census records, immigration records, Citizenship paper or passports, military service records, notification of eligibility for Old Age Security benefits

**Uses:** To administer the pension plan

**Users:** Manager of Pension & Benefits, HR Assistant of Pension & Benefits

**Individuals in Bank:** Current and retired Laurentian University employees

**Retention and Disposal:** Indeterminate, follow Financial Services Commission of Ontario guidelines for retention and disposal of specific documents that must be retained

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**Sick Leave Files**

**Location:** HR Office

**Legal Authority:** Laurentian University of Sudbury Act, 1960.

**Information Maintained:** name, home address, home phone number, medical history/records, psychiatric or psychological history/records, accommodation details

**Uses:** To administer the sick leave plan

**Users:** All of HR Staff

**Individuals in Bank:** Staff or Faculty who had sick leave

**Retention and Disposal:** 10 years after departure, subsequently shredded

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**Labour Relations Files**

**Location:** HR Office

**Legal Authority:** Laurentian University of Sudbury Act, 1960 and Ontario Labour Relations Act 1995

**Information Maintained:** memorandum of agreements, grievance files, arbitration files/awards, labour board files (includes Human Rights), termination agreement, legal files, job evaluation ratings, job descriptions, seniority lists
Uses: To determine legal rights of employees/employers
Users: HR Staff
Individuals in Bank: Staff, Faculty, Management
Retention and Disposal: Indefinite

Job Competition Records
Location: HR Office
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: Name, CV, letters of application, interview records, may also contain: test results and references, copy of posting, Hiring Request Form
Uses: Hiring
Users: HR staff
Individuals in Bank: Job Applicants
Retention and Disposal: One year subsequently shredded

WSIB Records
Location: HR Office
Legal Authority: Laurentian University of Sudbury Act, 1960, WSIB Act 1997,
Information Maintained: name, home address, home phone number, salary information, medical history/records, psychiatric or psychological history/records, date of birth, SIN, student number, employee number, Incident reports
Uses: For application of WSIB reporting and completing Form 7
Users: HR Managers
Individuals in Bank: Staff, Faculty or Placement Students that experienced a workplace injury
Retention and Disposal: Indefinite

Training Files
Location: HR Office
Information Maintained: name, student number, employee number, training history
Users: HR staff, Special Services – Accessibility (they input their own training)
**Individuals in Bank:** Staff, Faculty  
**Retention and Disposal:** Shredded after one year, electronic copy kept indeterminately

**Human Rights Advice/Assistance Files**  
**Location:** Human Rights Office  
**Legal Authority:** *Laurentian University of Sudbury Act, 1960.*  
**Information Maintained:** name, home address, home phone number, program of study, course enrollments, course grades, biographical information, student number, e-mail, inquiry documents, advice/assistance documents, mediation notes, investigation reports  
**Uses:** To complete the necessary form, to contact, advise, assist and refer  
**Users:** Human Rights Advisor and Human Rights Administrative Assistant  
**Individuals in Bank:** Students, Staff, Faculty, other Laurentian University community members  
**Retention and Disposal:** 5 years subsequently shredded

**OFFICE OF THE VICE PROVOST (BARRIE)**

**General Records:**  
Faculty Information  
Staff Information  
Student Information

**Faculty Information**  
**Location:** Office of the Vice Provost  
**Legal Authority:** *Laurentian University of Sudbury Act, 1960.*  
**Information Maintained:** name, date of birth, SIN, home address, home phone number, confidential letters of recommendation, CV, salary information, employment contrasts, employee number  
**Uses:** Administration  
**Users:** Office of the Vice Provost  
**Individuals in Bank:** Faculty  
**Retention and Disposal:** To be determined
Staff Information
Location: Office of the Vice Provost
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, SIN, home address, home phone number, personal e-mail address, confidential letters of recommendation, CV, salary information, employment contracts, medical certificates, employee number, interview responses
Uses: Administration
Users: Office of the Vice Provost
Individuals in Bank: Support Staff
Retention and Disposal: To be determined

Student Information
Location: Office of the Vice Provost
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: name, date of birth, home address, home phone number, personal e-mail address, interview responses, program of study, course enrollments, course grades, confidential letters of recommendation, CV, salary information, employment contacts, scholarship, award and bursary records, student number, awards and distinctions, appeals, academic forms, program request, library cards
Uses: Investigation of student’s related complaints, student appeals, student suspensions…
Users: Office of the Vice Provost
Individual in Banks: Students (including students who are hired to work for the University
Retention and Disposal: To be determined

Candidates Selection Information
Location: Office of the Vice Provost
Legal Authority: Laurentian University of Sudbury Act, 1960.
Information Maintained: CV, name, home address, personal e-mail address, home phone number, confidential letters of recommendations
Uses: Selection of potential candidates
Users: Office of the President and Vice-Chancellor
Individuals in Bank: Candidates
Retention and Disposal: To be determined