

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, marital 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, person 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

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

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

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 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:

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

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

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

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

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

Legal Authority: *Laurentian University of Sudbury Act, 1960, Ministry of Training Colleges and Universities Act, 1990.*

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

Legal Authority: *Laurentian University of Sudbury Act, 1960, Ministry of Training Colleges and Universities Act, 1990.*

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: ScholarsPoral 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 Dependants, 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 Dependents

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

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)

Users: Athletic Director, Coaches, Coordinator of Marketing and Media Relations, Departmental Secretary

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

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 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

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)

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

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

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

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

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

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

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
Insurance Policies, Insurance Claim Records, Risk Management Records, Vehicle Registration, Licensing Records and Driver Information Records
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

Insurance Policies, Insurance Claim Records, Risk Management Records, Vehicle Registration, Licensing Records and Driver Information Records

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

Users: Individual Security Officer, Security, Risk Management and Parking Services

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

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.

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

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 Dependents

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

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

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

Legal Authority: *Laurentian University of Sudbury Act, 1960, Occupational Health & Safety Act, 1990.*

Information Maintained: name, student number, employee number, training history

Uses: To keep database of training provided for *Occupational Health & Safety Act, 1990, Accessibility for Ontarians with Disabilities Act, 2005.*

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 contracts, 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