

Personal Information Bank Form

Date: October 31, 2012

Title (Name) of PIB:	File Number:
SCIS - HEAT	N/A
Location – Primary Office:	
CS HEAT server	
Location – Other Offices:	
CS Back-up server	
Information Maintained (description):	
Student enquires for all SCIS programs	
Individuals:	
Undergraduate and Graduate SCIS Students and prospective students	
Legal Authority:	
Section 33 (c) of the <i>Alberta Freedom of Information and Protection of Privacy Act</i>	
Purpose:	
To keep track of student correspondence and to assign staff as needed to various student enquires. All email sent to mscis@ and scis_advising is sent to Heat. We can see the history of student requests and this enables us to find out where we need to improve the information and/or services we provide in SCIS.	
Remarks:	
Currently there is no retention schedule for HEAT and a new CRM is being piloted and will likely replace HEAT.	