

#	Title	Portfolio	Division	Program Area	Information Maintained	Individuals	Use	Legal Authority
1	Academic Integrity Workshop Roster	Teaching and Learning	Wellness and Accessibility	Office of Student Judicial Affairs	Name, ID, email address, OSJA file number, date attended workshop, and whether attendance was mandatory or not	Students	To track student attendance at OSJA Academic Integrity Workshop	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
2	Academic Upgrading	Teaching and Learning	Faculty of Skills and Foundational Learning	Academic Support Centre	Name, ID, final marks, and course recommendations	Students	Give this information to Navigator and figure out what AU courses can the student take per their teacher's final recommendations	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
3	Accessibility Lists with Requirements	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, and serial number for chair	Students	Tracking which students have been allotted ergonomic chairs	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
4	Accommodated and Fee-for-Service Exam Bookings	Customer Experience	Wellness and Accessibility	Academic Support Centre	Student name, ID, course information, accommodations///F-F-S: Student name, course information, institution student is from, accommodations, fee for service, booking date and time.	Students and external clients	Managing exam bookings and usage statistics accommodated exams an F-F-S clients	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
5	Accommodated Coaching Appointment Bookings	Customer Experience	Academic Support	Tutorial and Academic Coaching Centre	Student name, ID, Date of Birth, phone number, email address, and session history.	Students	Managing student appointments and usage statistics for accommodated coaching appointments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
6	Accommodated Coaching Caseload Spreadsheet	Customer Experience	Academic Support	Tutorial and Academic Coaching Centre	Student name, phone number, email address, assigned coach, program, program type (regional, online, distance), service notes, welcome/intake session no shows with history of subsequent follow-up contact	Students	Caseload management by coaches	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
7	Accounts Payable – Vendor Database and Divisional Offices; One Time Vendor	Corporate Services and Finance	Finance Services	Accounts Payable	Name, address, email address, telephone number, banking information (EFT), and GST number	Board Member, Employee, and Vendor (invoice payment)	Payment of invoices issued to the college, reimbursement of employee/board member expenses, and Office of the Auditor General annual audit request	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
8	Accounts Payable Compliance Database	Corporate Services and Finance	Finance Services	Accounts Payable	Name, Voucher or Expense Claim number, Department ID, amount, and AP compliance concern/description	NorQuest Staff and Management	Track compliance concerns with NorQuest staff. Record breaches of College Policy regarding invoices, expense claims, and VISA reports.	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act

9	Accounts Payable Information	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Expense Claims & Vendor Invoice Copies	Employees and Vendors	Payment of invoices issued to the college, and reimbursement of employee expenses	Canada Revenue Act Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Income Tax Act
10	Accounts Receivable Database (PeopleSoft FMS)	Corporate Services and Finance	Finance Services	Accounts Receivable	Name, address, email address, telephone number, and social insurance number	Grant providers, students, other post-secondary Institutions, and clients	Generate invoices and Office of the Auditor General annual audit requests	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
11	Accuplacer platform-Placement Testing	Customer Experience	Academic Support	Testing Centre	Student ID, Last name First name, Date of Birth, address, country, email address, phone number, gender and race/nationality, exam score, date of exam	Applicants and students	Managing student usage; reporting	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
12	Alberta Indigenous Construction Career Centres	Customer Experience	Indigenous Relations and Support	Indigenous Relations and Support	Client name, address(es), phone number(s), email address(es), birth date, Aboriginal status, sex, marital status, emergency contact information, employment and training information (e.g., resumes, letters of support to employers, training completed), and release date (if applicable)	Active and past clients	To evaluate clients and provide applicable training and referrals to employers	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
13	Alberta Works Funding	Customer Experience	Readiness and Retention / Business Operations	Office of the Registrar	Name, ID, Social Insurance Number, and Program of studies	Alberta Works funded applicants	Track Alberta Works funded applicants funding status and amounts – used for internal tracking and reporting to Advanced Education	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
14	Alertus Mass Notification System	Corporate Services and Finance	Facilities	Facilities	Name, business phone number, title, personal phone number, and work phone number	Employee	Contact information needed if Emergency Response Plan is activated	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

15	Application for Admission and Enrolment Database (PeopleSoft)	Customer Experience	Office of the Registrar and Divisional/Department Offices	Office of the Registrar	Name, address(es), phone number(s), email address(es), birth date, citizenship/ethnic origin, sex, marital status, ID, emergency contact information, admissions and enrolment information, student financial information, opinions about the individual in written comments, placement test results, and education information	Prospective and active students, and Alumni	To determine a person's eligibility for admission to a program and to maintain records of enrolment, achievement, and program completion	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
16	Applied Research Project Files	Teaching and Learning	Research and Strategic Enrolment	Applied Research	Name, address, telephone number, email address. It may also contain: demographic data, personal health data, personal views or positions on topics, descriptions of experiences.	Students, staff, members of the public	Track project participants and be able to connect them to finding in the case of legal proceedings where harm due to participation in research has been alleged	Freedom of Information and Protection of Practice Act
17	Appointment Plus	Customer Experience	Registrar	Testing Centre (Data housed externally)	Name, phone number, email address, exam name, ID, course name/number, and instructor name	Current students	Scheduling exam appointments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
18	Assistive Technology Training Documents	Customer Experience	Customer Care	Wellness and Accessibility	Name, ID, course, date service requested, format, and technology loan agreement	Students	To provide students with alternate format accommodations	Alberta Post-Secondary Learning Act Copyright Act Freedom of Information and Protection of Privacy Act
19	Attendance Sheets	Teaching and Learning	Faculty of Skills and Foundational Learning	Correctional Education	Name, Date of Birth, sentenced/remand, unit, start date, and current course	Students	Record attendance	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
20	BMC Software – Service Now Software	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, telephone number, address, building office location, and department	Employees and contractors	Log service desk requests from employees and contractors	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
21	Board Member Biographies	Customer Experience	Advancement	Advancement Services	Professional biography, curriculum vitae – includes: name, address phone number, email address, employment history, hobbies, and some family information	Board Members	Board website updates and recognition in college publications	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
22	Board Member Photos	Customer Experience	Advancement	Advancement Services	Board member photographs, individual and group, and name	Board Members	Board website updates, group photos are framed, and displayed	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

23	Certificates	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, immigration number, and end of term marks	Students	System generated file of all end of term certificates	Canada Revenue Act Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Income Tax Act
24	College Stakeholder Records	Customer Experience	Advancement	Advancement Services	Name, address, telephone number, agreements, financial information, summary notes of interactions, and conversations	Prospects, Donors, Alumni, Community Contacts, and Volunteers	To administer the cultivation and stewardship of donations and donors	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
25	Commvault Back-Up Software Solution	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Employees, students, and anyone (i.e.. contractor and consultants) with data files on NorQuest systems on premise	Employees, students, and anyone (ie. contractor and consultants) with data files on NorQuest systems - on premise or cloud based	Data and system/service recovery - offsite data/system/service archiving	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
26	Company Vehicle Drivers Listing	Corporate Services and Finance	Finance Services	Finance Services	Name, Date of Birth, Employee number, DL information, and details of use	Staff and contractors	Records for the use of company vehicles and insurance purposes	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
27	Contact Database	All Portfolios	All Divisional Offices	NorQuest College - General	Address, contact name, telephone number, birthdate, email address, company name, and job title	Public/Stakeholders, Clients, and Partners	Business development activities, contacts used to conduct normal course of business (i.e. Media, partners, potential clients, etc)	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
28	Contract Management Log (SharePoint)	Corporate Services and Finance	Finance Services	Procurement and Contract Management	Name, address, email address, telephone number, payment rate, insurance information and tax number (where applicable) for Fee for Service Contracts, WCB status and account number, and GST number	Grantors, donors, vendors, employees, consultants, and partners	For invoice payments and contract information retrieval	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
29	Counselling Files	Customer Experience	Wellness and Accessibility	Wellness	Name, ID, date of service, presenting concern, correspondence, supporting documents (informed consent, release of information), treatment plan, and outcomes	Students	To provide students with mental health support, to track progress, and safety planning	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Health Information Act

30	CUME Cards Archive	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, sex, ID, emergency contact information, admissions and enrolment information, and student financial information	Students	Historical Student Records from 2014 and prior	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
31	Customer Relationship Management Database (CRM)	External Affairs and Brand	Brand and Creative Services	Brand and Creative Services	High-level client information. Including corporate affiliation and sales activity with the client.	Prospects, Leads, and Clients	Sales tool	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
32	Customer Relationship Management Database (CRM)	Corporate Services and Finance	Project Management Office	Planning and Applications	Contact information for individuals and organizations. Corporate affiliation and sales activity with the client.	Prospects, Leads, and Clients	Relationship management and sales tool.	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
33	Day Home Provider	Teaching and Learning	Faculty of Skills and Foundational Learning	Early Learning and Childcare	Name, ID, home address, phone, personal email, campus, email, current English language proficiency, previous English language training providers, education, and experience in childcare (Daycare or Day home)	Students	Use for student practicum placement	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
34	Email contact lists	External Affairs and Brand	Brand and Creative Services	Brand and Creative Services	Name, email address, receipt/open results, response to email, requests to be removed from mailing lists, and undeliverable responses	Stakeholders, donors, partners, business contacts, customers, employee, students, alumni, prospective students	Communications, recruitment, and invitations to events on behalf of the college, including other college departments and divisions	Alberta Post-Secondary Learning Act Canadian Anti-Spam Legislation Freedom of Information and Protection of Privacy Act
35	EMCN List	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, FOIP consent status, and current enrolment status	Students	To determine a person's eligibility for childcare funding at EMCN	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
36	Emergency Funding Applications	Customer Experience	Advancement	Advancement Services	Name, address, telephone number, ID, program of study, financial information, personal circumstances in relation to funding request, and adjudication results	Students	Administering emergency bursaries and loans program	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

37	Emergency Response Database Plan	Corporate Services and Finance	Technology and Creative Services	Facilities	Name, business phone number, title, personal phone number, and work phone number	Employee	Contact information needed if Emergency Response Plan is activated	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
38	Emergency Response Plan Database	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, business phone number, title, personal phone number, and work phone number	Employee	Emergency response log for 911 calls	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
39	eProctor service - Accuplacer Placement Testing	Customer Experience	Academic Support	Testing Centre	Information asked for: Student name, Student ID number, Photo of student ID, e-mail address, phone number, program, and course information at time of booking. Information that could be collected as a result of recording and students deciding what ID to provide: address, Race, national or ethnic origin, colour, Information about an individual's health and health care history (disability status), Age, sex, marital status or family status, An identifying number, symbol or other particular assigned to an individual	Applicants and students	Identity verification for students using online proctoring services to ensure compliance with Academic Conduct rules. Managing student sessions and usage statistics for student scheduled and drop-in proctoring appointments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

40	eProctor service - course exams & ESL Placement Testing	Customer Experience	Academic Support	Testing Centre	Information asked for: Student name, Student ID number, Photo of student ID, e-mail address, phone number, program, and course information at time of booking. Information that could be collected as a result of recording and students deciding what ID to provide: address, Race, national or ethnic origin, colour, Information about an individual's health and health care history (disability status), Age, sex, marital status or family status, An identifying number, symbol or other particular assigned to an individual	Applicants and students	Identity verification for students using online proctoring services to ensure compliance with Academic Conduct rules. Managing student sessions and usage statistics for student scheduled and drop-in proctoring appointments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
41	ESL Final Recommendations	Teaching and Learning	Faculty of Skills and Foundational Learning	ESL	Name, ID, ESL Levels, and final marks/CLB Scores	Students	To place the student in the right ESL Level	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
42	ESL Intensive Master list (Per Term)	Teaching and Learning	Faculty of Skills and Foundational Learning	ESL	ESL Intensive	Students	To see the student population in each ESL Intensive class and use this information to make the learning experience more relevant to students. Find out if we need to move students based on their skills. Student name, ID, admit term, previous classes, current classes, future classes, career goals, education history, current CLB scores and date, and residency country	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
43	Everbridge Mass Notification System	Corporate Services and Finance	Technology and Creative Services	Facilities	Phone number and email address	Employee, Contractor, and Student	To notify individuals of emergency events	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
44	Ezproxy File	Customer Experience	Customer Care	Library	Name and ID	Students and Staff	Manage the authentication of NorQuest students and staff who access licensed library digital resources off campus	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

45	Facility Rental Agreements	External Affairs and Brand	Business Enterprise	Business Enterprise	Name, address, telephone number, and details of event	Employee, Contractor, Student, and Members of Public	To rent facilities	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
46	Faculty Evaluation Files	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Instructor name, course, and student comments	Students and employees	Providing instructors with feedback from their students	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
47	Field Trip Waivers	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Field Trip Waiver contracts per term	Students	Record of Student Release and Waiver of Liability	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
48	GED Exam Bookings	Customer Experience	Academic Support	Testing Centre	Student name, exam information, accommodations, fee for service, booking date and time, exam writing location, date of birth, Alberta Student Number, who is paying for the exam fee.	Applicants, students, and Fee-for-service clients	Managing exam bookings and usage statistics for GED exams	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
49	Grade Entry Templates	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, start of term marks, end of term marks, and supporting comments	Students and Employees	a) Providing students with end of term progress reports b) Communicating end of term marks to Admin for entry into PS	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
50	Health Care Aide Program High School Initiative Records	Teaching and Learning	Faculty of Health and Community Studies	Health Care Aid Program	Name, ID, grades, and name of participating high school	Students	a) Record of the participating high school students' grades for the 3-year period of program b) This temporary file and will be destroyed upon the program completion	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
51	Human Resources Competition Files	People	Talent	Talent	Applicants address, name, telephone number, education information, employment history, other's opinions of the individual, and the individual's personal views or opinions	Applicants for jobs at NorQuest College	Used as part of the recruitment process for Staff, Faculty, Management, Excluded, and Professional	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
52	iCare Files	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	iCare Files	Students and Employees	Bulk upload of iCares reports on enrolments and attendance as required by the funder	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
53	iCIMS	People	Talent	Talent	New employee name, address and telephone number	Staff	Hiring of new staff	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

54	ID Pictures	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	ID, name, and digital photo	Students and Employees	Student photos for ID card creation	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
55	Identification Access Card Database	Corporate Services and Finance	Facilities	Facilities	Name, company name, photograph, access identification card number, and department assignment	Employee, Student, and Contractor	Access control	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
56	Immunization Records	Customer Experience	Customer Care	Wellness and Accessibility	Name, Date of Birth, phone number, ID, program, start date, and immunizations received	Students	To collect proof of immunization prior to entering a practicum site	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Health Information Act
57	Institutional research files	Teaching and Learning	Research and Strategic Enrolment	Institutional Research	Name, student ID, email address, telephone number, gender, age, country of origin, immigration year, date of birth, previous education, income, job position, city of residence, personal views and opinions	Students and staff	Program planning and evaluation	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Privacy Act
58	Intercultural Development Inventory	Business Development	Continuing Education and Industry Partnerships	Centre for Intercultural Education	May contain name, nationality, organization name, role in organization, number of years living outside country of origin, member of ethnic minority, intercultural perspectives, personal viewpoints on and past experiences working with people of different cultures, and intercultural development inventory assessment score	Staff, clients, and contractors	To develop diversity and inclusion or intercultural communication workshops/coaching sessions based on assessment results	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
59	Lab Educators of Alberta, Partners in Laboratory Learning Strategic Conference Information	Teaching and Learning	Faculty of Health and Community Studies	Nursing	Name, personal telephone number, business telephone number, and email address	Attendee of the Lab Educators of Alberta and Partners in Laboratory Learning Strategic Conference	Documentation of the Lab Educators of Alberta, Partners in Laboratory Learning Strategic Conference attendees information for statistical records and future contacts	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
60	Library Patron Database	Customer Experience	Customer Care	Library	Name, address, phone number, ID, and resources borrowed	Students, staff, external borrowers, and alumni	Manage the use of library resources	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

61	LINC Applications	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, sex, ID, emergency contact information, admissions and enrolment information, student financial information, opinions about the individual in written comments, placement test results, and education information	Students and Employees	To determine a person's eligibility for admission to program and to maintain records of enrolment, achievement, and program completion	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
62	LINC Attendance Contracts	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Attendance contracts per term	Students	Record of student understanding of attendance policies	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
63	LINC Cards	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, Immigration ID Number, Language (CLB) Levels, and Training Dates	Current and Former LINC Students	Track Canadian Language Benchmark scores – provided to student upon completion of studies if they wish to continue studies at another institution	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
64	LINC immigration, outcomes, and pathways files	Teaching and Learning	Research and Strategic Enrolment	Institutional Research	Name, student ID, email address, telephone number, gender, age, country of origin, immigration year, date of birth, previous education, income, job position, city of residence, personal views and opinions	Students and alumni	Program planning and evaluation	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act Privacy Act
65	LINC program evaluation files	Teaching and Learning	Research and Strategic Enrolment	Institutional Research	Name, student ID, email address, telephone number, gender, age, country of origin, immigration year, date of birth, previous education, income, name of employer city of residence, personal views and opinions	Students and staff	Program planning and evaluation	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act Privacy Act
66	LINC Works Project Files	Teaching and Learning	Research and Strategic Enrolment	Institutional Research	Name, student ID, email address, telephone number, country of origin, immigration year, date of birth, grades, personal views and opinions	Internal and external students and staff	Program planning and evaluation	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act Privacy Act

67	Locker Rental Forms	Customer Experience	Advancement	Advancement Services	Name, program of study, and ID	Students	Administering locker rental program	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
68	Logging Systems	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, telephone number, title, department, division, Office Location, username, drive mappings, and batch files (shared drives)	Employees and contractors	Network device scanning tool for managing workstations and software	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
69	LVC Applications & Applicant List	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	ID, name, status of applications, referrals, release of information, Criminal Record Check, and Immunizations	Students	Tracking applicants for the LINC volunteer course and eligibility for the program and placements	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
70	Make Tax Time Pay Volunteer Record	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, CLB Level, instructor, availability, and attendance for training and clinics	Students and Employees	Tracking volunteer training and availability to schedule tax clinics and determine who will receive a volunteer certificate	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
71	Manual Attendance forms	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, CLB level, and instructor	Students and Employees	Record of student attendance for entry into PS	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
72	Master Lists	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, sex, ID, emergency contact information, admissions and enrolment information, student financial information, opinions about the individual in written comments, placement test results, and education information	Students	To determine a person's eligibility for admission to program and to maintain records of enrolment, achievement, and program completion	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
73	Medical Files	Customer Experience	Customer Care	Wellness and Accessibility	Name, ID, phone number, date of service, address, Date of Birth, emergency contact information, program, personal medical history, presenting concern, assessment, and recommendations	Students	To provide students with triage health support, to provide appropriate doctor referrals, and to offer recommendations	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Health Information Act
74	Microsoft 35 Platform (Office, Teams)	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, email address, Active Directory associated information, user provided information	Employees, students, and contractors	Email, document management, productivity and collaboration software	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

75	Microsoft Outlook Contacts/Distribution Lists	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, email address, Active Directory associated information	Employees, students, and contractors	Email communication	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
76	Microsoft SharePoint	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, vacation dates, ID, and balance of vacation hours	Employees	Document Management and web forms	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
77	Microsoft System Centre Configuration Manager	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, date and time last logged on, and device information	Employees and contractors	Network device scanning tool for managing workstations and software	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
78	Microsoft Windows Active Directory Software	Corporate Services and Finance	Technology and Creative Services	Technology and Creative Services	Name, telephone number, title, department, division, Office Location, username, drive mappings, and batch files (shared drives)	Mappings, batch files (shared drives), employees, students, and contractors	Network authentication and Domain Access	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
79	NETFacilities	Corporate Services and Finance	Facilities	Facilities	Name, telephone number, and details of work required	Employee, Contractor, and Student	To issue work and maintenance orders	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
80	New Member Information Request	Customer Experience	Advancement	Advancement Services	Home address, phone number, food allergies/preferences, spouse/partner name, date of birth, social insurance number, and vehicle information (make/model, year, license plate number, color)	Board Members	Create contact lists and respond to Canada Revenue Agency request	Alberta Post-Secondary Learning Act Canada Revenue Act Freedom of Information and Protection of Privacy Act
81	New User Setups Forms & Tracking Sheet	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, type, access required, college forms for timetabling access, enterprise, facility, and iCare access	Employees	Maintain a shared history of new employee setups to allow admin team to complete user set up steps, and track progress	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
82	Non-Credit Rosters & Certificates	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, and enrolment status	Students	Maintain ongoing record of enrolments in LOC and Hybrid for Preparation to Online course facilitator	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act

83	NOVAtime	People	Talent	People Services	Employee information is not maintained here. The upload of employee information comes from PSHR and includes employee name and ID number.	Employee	Time and labour application.	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
84	O3's (physical and electronic records)	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, other's opinions of the individual, and the individual's personal views or opinions	Employees	To record the employee's work history including weekly discussions regarding performance	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
85	Occupational Health and Safety Reports/WCB	People	People Services	Talent	Name, address, telephone number, ID, and details of event	Employee, Contractor, and Student	To investigate and manage events related to health and safety	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Occupational Health and Safety Act
86	Office of Student Judicial Affairs Case Files	Customer Experience	Customer Care	Student Judicial Affairs Office	Name, ID, email address, OSJA file number, Complaint form, description of concern and decisions, supporting documents, correspondence	Students	To record issues and resolution related to Academic Misconduct, Non Academic Misconduct, Student Complaints, Academic Grade Appeals	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
87	Official Student Physical File	Customer Experience	Registrar	Office of the Registrar	Name, address(es), phone number(s), email address(es), birth date, citizenship/ethnic origin, sex, marital status, ID, emergency contact information, admissions and enrolment information, student financial information, opinions about the individual in written comments, placement test results, and education information	Prospective students, active students, and alumni	To determine a person's eligibility for admission to a program	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
88	Ongoing Lists	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, CLB Level, and instructor	Students and Employees	To record student selection for program for coming term as well as record of PR status	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
89	Online Exam Bookings	Customer Experience	Academic Support	Testing Centre	Student Name, ID, course information, student e-mail, history of booked exams	Students	Managing exam bookings and usage statistics for online exams, deferral exams, challenge exams	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

90	Panel Member Roster	Customer Experience	Customer Care	Student Judicial Affairs Office	Name, email address, program, and preferred availability	Students and staff	An active list used to facilitate the scheduling of OSJA hearing panels	Alberta Post-Secondary Learning Act Canadian Charter of Rights and Freedoms Freedom of Information and Protection of Privacy Act
91	Parking Assignments	Corporate Services and Finance	Facilities	Facilities	Name, telephone number, decal number	Employee	Parking lot capacity	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
92	Payroll Database (PeopleSoft HR)	Corporate Services and Finance	Finance Services	Payroll	Name, address, Social Insurance Number, Date of Birth, banking information, rate of pay, and deduction information (for tax purposes)	Employee (full time and casual)	Payment of salary, source deductions for remittance to the federal government, maintenance of employee tax deductions (TD1 updates as required), CRA audit, and Office of the Auditor General annual audit requests	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
93	PeopleSoft HR System	People	Talent	People Services	Contains employee address, name, telephone number, SIN#, benefit information, and dependent Information	Employee	Process pay and meet legislative requirements	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
94	Personnel Files and Employee Records	People	Talent	People Services	May contain employee address, name, telephone number, date of birth, sex, marital /family status, ID, symbol or other particular assigned to the individual, health and health care information, education information, employment history, financial information, other's opinions of the individual, and the individual's personal views or opinions	Employee	To record the employee's work history including payroll, benefits administration, performance review, and to meet legislative requirements of CRA/CPP/EI	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
95	Photo Consent and Release forms	Customer Experience	Customer Care	Library	Name, signature, and picture	Students	Required prior to photographing students for promotional purposes	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

96	Placement Files (per term)	Teaching and Learning	Work Integrated Learning	Faculty of Business and Environment Technology	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, sex, ID, emergency contact information, admissions and enrolment information, student financial information, opinions about the individual in written comments, placement test results, and education information	Students and Employees	<ul style="list-style-type: none"> a) Documentation for students information in WIL courses and placements, student contacts, and assignment markings b) Documentation of employer-partner details c) Management, planning, monitoring, and maintenance of students in WIL courses and placements d) Record and provide statistics and aggregate data reports of students in the WIL courses and placements e) Student advising and recommendations 	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
97	Placement Files (per term)	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, sex, ID, emergency contact information, admissions and enrolment information, student financial information, opinions about the individual in written comments, placement test results, and education information	Students and Employees	<ul style="list-style-type: none"> a) Documentation for students information in WIL courses and placements, student contacts, and assignment markings b) Documentation of employer-partner details c) Management, planning, monitoring, and maintenance of students in WIL courses and placements d) Record and provide statistics and aggregate data reports of students in the WIL courses and placements e) Student advising and recommendations 	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
98	Practicum Records	Teaching and Learning	Faculty of Health and Community Studies	Addictions Recovery Practitioner, Allied Health, Clinical Placement Team, Community Studies, Health Administration and Technology, Health Care Aide, Mental Health Recovery Practitioner, Practical Nurse, and Social Work	<ul style="list-style-type: none"> a) Name, address, telephone number, NorQuest email address, ID, grades, and clinical evaluations b) Preceptor name, preceptor telephone number, preceptor email address, and anecdotal notes on students c) Placement facilities name and placement facilities address 	Students and Preceptor	<ul style="list-style-type: none"> a) Documentation for students information in practicum courses, student contacts, and assignment markings b) Documentation of preceptor information and preceptor contacts c) Management, planning, monitoring, and maintenance of students in clinical practicum d) Record and provide statistics and aggregate data reports of students in the clinical practicum e) Student advising and recommendations 	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

99	PS Access Audits	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, and PS Access role	Employees	Quarterly review of staff access levels	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
100	QNomy Software	Customer Experience	Registrar	Student Services (OR, Student Navigators, Testing Centre, Tutorial & Academic Coaching, Career and Employment Services)	Nname, phone number, email address, Date of Birth, summary notes of time and type of interactions, program of study, and ID	Prospective and current students	To manage queuing and appointments of students who are accessing our services. Reporting of number of students accessing our services.	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
101	RDP Attendance Tracking	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, and attendance records	Students and Employees	Report student attendance in iCare required by the funder	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
102	Recruitment Lists	Customer Experience	Customer Attraction	Student Recruitment	May contain name, address, birthdate, telephone number(s), email address, NorQuest program, program of interest, aboriginal status, company name, and position	Public, stakeholders, clients and alumni	Provide individuals college/program information, and conduct normal course of business	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
103	Referral Files	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, and preferences on school and program availability	Students	Provide students with all available options for LINC and maintain record of student selections	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
104	Remark Reports	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, instructor, and end of term test results	Employees and Students	Electronic record of term end tests the are scanned for grading in Remark	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
105	Room Key Assignments	Corporate Services and Finance	Facilities	Facilities	Name, department, company name, and key number	Employee, Contractor, and Student	To track room key assignments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
106	Rural Assessment Tracking	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, ID, admissions and enrolment information, placement test results, and education information, record of student assessment appointments	Employees and Students	Tracking student assessment needs and completion dates	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act

107	Security Reports	Corporate Services and Finance	Facilities	Facilities	Name, address, telephone number, student/employee identification number, and details of event	Employee, Contractor, Student, and Members of Public	To investigate security issues	Alberta Post-Secondary Learning Act Criminal Code of Canada Freedom of Information and Protection of Privacy Act Various City of Edmonton Bylaws
108	SharePoint (Testing Centre)	Customer Experience	Registrar	Testing Centre	ID, name, exam title, course number, section number, type of exam, accommodation related to exam writing, institution name, instructor name, test date and time	Current students and external clients	Scheduling exam appointments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
109	SMALSI (School Motivation and Learning Strategies Inventory)	Customer Experience	Customer Care	Academic Support Centre	Student name, email address, ID, notes on students' self-reflections about the skills they have improved and what they would like to continue working on	Students	Help students and coaches identify student strengths and areas of improvement to direct coaching sessions	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
110	Social Work- LINC File	Teaching and Learning	Faculty of Health and Community Studies	Social Work	Name, ID, date of birth, date of service, language of support received, topics covered/presenting concern, duration of appointment, permanent residency number, correspondence, support documents (informed consent, release of information, referrals), treatment plan, and outcomes	Students	To provide students with appropriate referrals to assist with basic living needs and additional counselling support as required	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Health Information Act Immigration and Refugee Protection Act Privacy Act
111	SpringShare Suite	Customer Experience	Academic Support	Library	a) Moodle Help – Student self-serve booking tool to request help with Moodle LMS: Name and NorQuest email b) Event Registration – Self-serve booking tool for library events: Name and email address	Students	Student self-service help service for Moodle; self-service event registration i.e.: Human Library	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
112	Stakeholder/Student/Alumni/Employee Photos/Digital Recordings	External Affairs and Brand	Brand and Creative Services	Storytelling	Name, address, telephone number, birthdate, email address, photos, digital recordings, images as well as related consent, and release forms	Student, Employee, Stakeholder, and Alumni	To create publications, provide content for communications articles and releases, use in advertising and/or promotional activities and mediums, and curriculum support	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

113	Statistic Files	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, email address(es), birth date, citizenship/ethnic origin, sex, ID, emergency contact information, admissions and enrolment information, placement test results, and education information	Employees and Students	Recording program statistic and demographic information and trends for reporting as required by funder	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
114	Student Ambassador Records	Customer Experience	Advancement	Advancement Services	Name, address, telephone number, and hours volunteered	Students	Administer Student Ambassador Program	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
115	Student Award Applications & Nominations	External Affairs and Brand	Advancement	Advancement Services	Name, address, telephone number, ID number, program of study, birth date, citizenship information, financial information, record of marks, personal information provided in response to specified selection criteria, and adjudication results	Students	Administering the scholarship, bursaries, and awards program	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
116	Student Award Nominations	Teaching and Learning	Faculty of Health and Community Studies	Allied Health Careers	Name and ID	Students	Documentation for student award nominations and recipients	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
117	Student Files	Teaching and Learning	Faculty of Skills and Foundational Learning	Correctional Education	Name, ORCA #, referral form, assessment form, copies of certificates, academic grade sheets, and placement tests	Students	History of student activities	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
118	Student History List (per term)	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, ID, admissions and enrolment information, placement test results, and education information	Employees and Students	Provide instructors with information required to determine if students are placed at correct level and whether their marks are correct	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
119	Student ID Receipt Tracking	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	ID and receipt tracking	Students	Ensure all funds accepted at Westmount are taken to OR and paid on student record	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
120	Student Information (intake) Forms for Accommodated Coaching Appointments	Customer Experience	Customer Care	Wellness and Accessibility	Student session date, name, program/courses, email and/or phone number, academic and learning goals, learning challenges, and general history working with a strategist (and other supports)	Students	Manage student appointments for Academic Strategist support	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

121	Student Mentorship Program Volunteer Records	External Affairs and Brand	Advancement	Advancement Services	Name, address, and phone number	Volunteers	Maintain records of individuals interacting with students	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
122	Student Records	Teaching and Learning	Faculty of Health and Community Studies	Addictions Recovery Practitioner, Allied Health, Community Studies, Health Administration and Technology, Health Care Aide, Mental Health Recovery Practitioner, Practical Nurse, and Social Work	Name, address, telephone number, ID, student notes and comments , and final evaluations	Students	For appeals and to maintain records of program completion	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
123	Student Referral Database	Teaching and Learning	Faculty of Skills and Foundational Learning	Correctional Education	Name, ORCA #, unit, nationality, gender, Date of Birth, referral date, security type, work placement status, release date/remand, courses taken, and completion dates	Students	Create class lists	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
124	Student Support Specialist Files	Customer Experience	Customer Care	Wellness and Accessibility	Name, ID, phone number, date of service, address, Date of Birth, learning history, psychoeducational assessment reports, IEPs and IAPs, and individual strategy plan	Students	To provide referrals for accommodations	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
125	Swap Sheets	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, and education information	Students	Provide necessary information to determine correct student placement and required course changes	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
126	Teacher's Class Assignment List (per term)	Teaching and Learning	Faculty of Skills and Foundational Learning	Language Training	List of all Instructors names for the term, ESL Level they are teaching, class schedule – lecture and labs, and number of students enrolled in the class	Faculty	For information regarding what classes the instructors are teaching for the term	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
127	Telephone Directory	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name and NorQuest Phone Numbers	Employees	Necessary information for LINC Faculty and Administration	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

128	Telephone Voice Management Software	Corporate Services and Finance	Facilities	Facilities	Name, telephone number, voicemail active, and office location	Administration of voice services – assigned phone numbers, office locations, and employees	Employees and contractors	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
129	Timesheets/Statement of Claim	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, financial coding, and hours of work	Employees	Record of submitted payroll records	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
130	Transition to Employment: Psychoeducational Assessment Reports	Customer Experience	Customer Care	Wellness and Accessibility	Name, ID, date of birth, copy of psychoeducational assessment reports, correspondence, and transition to employment counselling interview form	Transition to Employment student applicants	To assist in Transition to Employment program admission decisions	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Health Information Act
131	Tutorial & Academic Coaching Drop-in Queuing	Customer Experience	Customer Care	Tutorial and Academic Coaching Drop-in Queuing	Student name, ID, date of birth, phone number, email address, session history, program, and course information at time of booking	Students	Managing student sessions and usage statistics for drop-in tutorial-coaching appointments	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
132	Upgrading Challenge Exam Bookings	Customer Experience	Academic Support	Testing Centre	Student name, exam information, accommodations, fee for service, booking date and time, exam writing location, date of birth, Alberta Student Number, who is paying for the exam fee.	Applicants, students, and Fee-for-service clients	Managing exam bookings and usage statistics for GED exams	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
133	Eligibility and value of T4A's to be issued	Corporate Services and Finance	Finance Services	Finance Services	T4A recipient name, SIN, and mailing address. Includes student ID for students	Employee, Contractor, and Student	To determine the eligibility and value of T4A to be issued	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
134	Vendor Source Documents	Corporate Services and Finance	Finance Services	Finance Services	WCB status, insurance information, banking details, name, address, email address, corporate registry documentation, and GST number	Existing or new vendors and one time vendors	Office of the Auditor General annual audit requests	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Freedom of Information and Protection of Privacy Act Income Tax Act
135	VISA Cardholders List (VISA application)	Corporate Services and Finance	Finance Services	Finance Services	Employee Date of Birth, name, work phone number, and mother's maiden name	Employees	Authorization for application to the bank for NorQuest P-Card VISA	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act

136	VISA Report and Receipts	Corporate Services and Finance	Finance Services	Finance Services	Name, address, license plate number, Date of Birth, driver's license number; any other information included in VISA reconciliation submission	Employees	VISA reconciliation	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
137	Volunteer Sign Up Information	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, and Police Service Clearance	Volunteers and Students	Maintain record of volunteer information	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
138	Waitlist Maintenance	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, ID, admissions and enrolment information, placement test results, and education information	Students	Validate student data for entry in iCare and future reporting on statistical and demographic trends	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
139	Weekly Numbers	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, address(es), phone number(s), language, ID, admissions and enrolment information, placement test results, and education information	Students	Report student waitlist and enrolment numbers	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
140	When to Work Software	Customer Experience	Registrar	Testing Centre (Data housed externally)	Name, phone number, email address, and scheduled hours	Contract NorQuest Casual Staff (Exam Proctors)	Used to schedule exam proctor staff shifts, allow staff to sign up for shifts, and track hours worked	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
141	Withdrawals	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, and withdrawal details	Students	Record all student withdrawals for entry to PS	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act
142	Writing Centre Online Appointment Bookings	Customer Experience	Academic Support	Writing Centre	Name, ID, phone number, email address, appointment history, program, course, and instructor information at time of booking, and type of help requested and provided	Students	Managing student appointments with writing centre services	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act
143	XLAN Rosters & Certificates	Teaching and Learning	Faculty of Skills and Foundational Learning	LINC Admin Electronic and Paper Files	Name, ID, course, and enrolment status	Students	Maintain ongoing record of enrolments in LOC and Hybrid for Preparation to Online course facilitator	Alberta Post-Secondary Learning Act Freedom of Information and Protection of Privacy Act Immigration and Refugee Protection Act