

Title	Portfolio	Division	Program Area	Information Maintained	Individuals	Use	Legal Authority
Academic Integrity Workshop Roster	Academic	Faculty of Academic Strategy & Integration	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 Protection of Privacy Act
Academic Upgrading	Learner Experience	Admissions & Supports	Student Life	Name, ID, final marks, and course recommendations	Students	Give this information to Navigator to figure out which AU courses the student can take per their teacher's final recommendations	Alberta Post-Secondary Learning Act Protection of Privacy Act
Accessibility Case Files and Guardian	Learner Experience	Student Services	Accessibility Services	Name, ID, phone number, date of service, address, Date of birth, learning history, psychoeducational assessment reports, Medical documentation of a disability IEPs and IAPs, and individual strategy plan	Students	To provide accommodations and referrals for documentation	Alberta Post-Secondary Learning Act Protection of Privacy Act
Accessibility Lists with Requirements	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, and serial number for chair	Students	Administration electronic and paper file tracking of students who have been allotted ergonomic chairs	Alberta Post-Secondary Learning Act Protection of Privacy Act
Accommodated Coaching Appointment Bookings (QFlow)	Learner Experience	Student Services	Testing & Learning Support	Student name, ID, date of birth, phone number, email address, session history, program, and course information at time of booking	Students	Managing student appointments and usage statistics for accommodated coaching appointments	Alberta Post-Secondary Learning Act Protection of Privacy Act
Accommodated Exam Services Self-Serve Booking Tool	Learner Experience	Student Services	Testing & Learning Support	Student name, ID, email, course and exam information, instructor name, booking information (time/date)	Students and Applicants	Managing exam bookings and usage statistics accommodated exams	Alberta Post-Secondary Learning Act Protection of Privacy Act
Accounts Payable – Vendor Database and Divisional Offices; One Time Vendor	Administration & CFO	Facilities Fleet & Supply Chain Management	Facilities Operations & Maintenance	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 Protection of Privacy Act Income Tax Act
Accounts Payable Compliance Database	Administration & CFO	Financial Services	Finance	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 Protection of Privacy Act Income Tax Act
Accounts Receivable Database (PeopleSoft FMS)	Administration & CFO	Financial Services	Finance	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 Protection of Privacy Act Income Tax Act
Accuplacer Platform- Academic Assessments	Learner Experience	Student Services	Testing & Learning Support	Student ID, Last name First name, Date of Birth, address, country, email address, phone number, gender and race/nationality, exam score, date of exam exams written within the platform and exam results	Applicants and enrolled students	Managing student usage; reporting; test-taking platform	Alberta Post-Secondary Learning Act Protection of Privacy Act
Admissions Datamart	Administration & CFO	Business Planning & Analytics	Business Intelligence	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, and education information	Applicants	The information in this datamart is used for reporting that supports operational monitoring of the admissions pipeline.	Alberta Post-Secondary Learning Act
Alberta Indigenous Construction Career Centres	Learner Experience	Student Services	Indigenous Relations & 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 Protection of Privacy Act
Alberta Works Funding	Learner Experience	Admissions & Supports	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 Protection of Privacy Act
Alertus Mass Notification System	Administration & CFO	Facilities Fleet & Supply Chain Management	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 Protection of Privacy Act
Application for Admission and Enrolment Database (PeopleSoft)	Learner Experience	Admissions & Supports	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 Protection of Privacy Act
Applied Research Project Files	Academic	Faculty of Research & Academic Innovation	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	Protection of Privacy Act
Appointment Plus	Learner Experience	Student Services	Testing & Learning Support	Name, phone number, email address, exam name, ID, course name/number, and instructor name	Current students	Scheduling exam appointments	Alberta Post-Secondary Learning Act Protection of Privacy Act
Assistive Technology Training Documents	Learner Experience	Student Services	Accessibility Services	Name, ID, course, date service requested, format, appointment / service notes, lecture recording agreement, and technology loan agreement	Students	To provide students with alternate format accommodations	Alberta Post-Secondary Learning Act Copyright Act Protection of Privacy Act
Attendance Sheets	Academic	Faculty of Skills & Foundational Learning	Correctional Education	Name, Date of Birth, sentenced/remand, unit, start date, and current course	Students	Record attendance	Alberta Post-Secondary Learning Act Protection of Privacy Act
Biography of Board Members	External Relations & Partnerships	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 Protection of Privacy Act
Board Member Photos	External Relations & Partnerships	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 Protection of Privacy Act
Certificates	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Income Tax Act
Cohesity Backup Software Solution	Administration & CFO	Business Technology Services	Technology Support Services	Employees, students, and anyone (i.e.. contractor and consultants) with data files on NorQuest systems - on premise	Employees, students, and anyone (i.e.. 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 Protection of Privacy Act
College Stakeholder Records	External Relations & Partnerships	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 Protection of Privacy Act
Company Vehicle Drivers Listing	Administration & CFO	Facilities Fleet & Supply Chain Management	Supply Chain Management	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 Protection of Privacy Act
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 Protection of Privacy Act

Title	Portfolio	Division	Program Area	Information Maintained	Individuals	Use	Legal Authority
Contract Management Log (SharePoint)	Administration & CFO	Facilities Fleet & Supply Chain Management	Supply Chain 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 Protection of Privacy Act Income Tax Act
Counselling Files	Learner Experience	Student Services	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 Protection of Privacy Act Health Information Act
CUME Cards Archive	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Customer Relationship Management Database (CRM)	Marketing & Communications	Strategic Communications	Communication and Creative Services	First and last name, personal and NorQuest email addresses, phone number, market, program, Indigenous, subscription status, application status, webinar registration, interaction with emails (delivery/open/clicks on links, replied), website interactions (page views, form fills)	Stakeholders, Donors, partners, business contacts, customers, employees, students, alumni, prospective students	Allows targeted and relevant communications with the individuals identified. Emails or SMS messages may be populated with information such as program of interest or name.	Alberta Post-Secondary Learning Act, Protection of Privacy Act Canadian Anti-Spam Legislation
Customer Relationship Management Database (Raiser's Edge)	External Relations & Partnerships	Advancement	Campaign Planning & Major Gifts	First and last name, personal and NorQuest email addresses, phone number, market, program, Indigenous, subscription status, application status, webinar registration, interaction with emails (delivery/open/clicks on links, replied), website interactions (page views, form fills)	Stakeholders, Donors, partners, business contacts, customers, employees, students, alumni, prospective students	Allows targeted and relevant communications with the individuals identified. Emails or SMS messages may be populated with information such as program of interest or name.	Alberta Post-Secondary Learning Act Protection of Privacy Act Canadian Anti-Spam Legislation
Day Home Provider	Academic	Faculty of Arts & Sciences	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 Protection of Privacy Act
EBSCO Services	Learner Experience	Student Services	Library Services	Name, ID, email	Students, staff	Administer optional EBSCO	Alberta Post-Secondary Learning Act Protection of Privacy Act
Elsevier	Learner Experience	Student Services	Library Services	Name and email	Students, staff	Administering library	Alberta Post-Secondary Learning Act Protection of Privacy Act
Email contact lists	External Relations & Partnerships	Advancement	Campaign Planning & Major Gifts	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 Protection of Privacy Act Canadian Anti-Spam Legislation
EMCN List	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Emergency Call Logs	Administration & CFO	Business Technology Services	Technology Infrastructure	Name, business phone number, title, personal phone number, and work phone number	Employee	Emergency response log for 911 calls	Alberta Post-Secondary Learning Act Protection of Privacy Act
Emergency Funding Applications	Learner Experience	Admissions & Supports	Registrar	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 Protection of Privacy Act
Emergency Response Database Plan	Administration & CFO	Facilities Fleet & Supply Chain Management	Emergency Business Services	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 Protection of Privacy Act
Enterprise Data Warehouse	Administration & CFO	Business Planning & Analytics	Business Intelligence	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, and education information	Applicants, Students, Faculty	The information in the EDW is used for reporting that supports operational and strategic decision making.	Alberta Post-Secondary Learning Act Protection of Privacy Act
ESL Final Recommendations	Academic	Faculty of Skills & Foundational Learning	Language & Settlement Studies	Name, ID, ESL Levels, and final marks/CLB Scores	Students	To place the student in the right ESL Level	Alberta Post-Secondary Learning Act Protection of Privacy Act
ESL Intensive Master list (Per Term)	Academic	Faculty of Skills & Foundational Learning	Language & Settlement Studies	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 Protection of Privacy Act
Examity eProctor Exam Service - Accuplacer Placement Testing	Learner Experience	Student Services	Testing & Learning 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	Identity verification for students using online proctoring services to ensure compliance with Academic Conduct rules. Managing student sessions and usage statistics	Alberta Post-Secondary Learning Act Protection of Privacy Act
Ezproxy File	Learner Experience	Student Services	Library Services	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 Protection of Privacy Act
Facility Rental Agreements	Administration & CFO	Facilities Fleet & Supply Chain Management	Facilities Operations & Maintenance	Name, address, telephone number, and details of event	Employee, Contractor, Student, and Members of Public	To rent facilities	Alberta Post-Secondary Learning Act Protection of Privacy Act
Faculty Evaluation Files	Academic	Faculty of Skills & Foundational Learning	LINC	Instructor name, course, and student comments	Students and employees	Providing instructors with feedback from their students	Alberta Post-Secondary Learning Act Protection of Privacy Act
Field Trip Waivers	Academic	Faculty of Skills & Foundational Learning	LINC	Field Trip Waiver contracts per term	Students	Record of Student Release and Waiver of Liability	Alberta Post-Secondary Learning Act Protection of Privacy Act
Films on Demand	Learner Experience	Student Services	Library Services	Name, ID, email	Students, staff	Administering library	Alberta Post-Secondary Learning Act Protection of Privacy Act

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Grade Entry Templates	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Health Care Aide Program High School Initiative Records	Academic	Faculty of Health 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 Protection of Privacy Act
Hoopla Library Database	Learner Experience	Student Services	Library Services	Name, ID, email	Students, staff	Administering library services	Alberta Post-Secondary Learning Act
Human Resources Competition Files	People & Culture	People & Talent Operations	People	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 Protection of Privacy Act
iCare Files	Academic	Faculty of Skills & Foundational Learning	LINC	iCare Files	Students and Employees	Bulk upload of iCares reports on enrolments and attendance as required by the funder	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
iCIMS	People & Culture	People & Talent Operations	People	Candidate and current employee names, address and telephone number, banking and tax information, social insurance number, criminal record check results, demographic information.	Staff	Hiring of new employees or hiring of existing staff into new roles	Alberta Post-Secondary Learning Act Protection of Privacy Act
ID Pictures	Academic	Faculty of Skills & Foundational Learning	LINC	ID, name, and digital photo	Students and Employees	Student photos for ID card creation	Alberta Post-Secondary Learning Act Protection of Privacy Act
Identification Access Card Database	Administration & CFO	Facilities Fleet & Supply Chain Management	Emergency Business Services	Name, company name, photograph, access identification card number, and department assignment	Employee, Student, and Contractor	Access control	Alberta Post-Secondary Learning Act Protection of Privacy Act
Images - Multimedia	Marketing & Communications	Strategic Communications	Communication & Creative Services	Captured images	Likeness	Visuals and multimedia for communications and marketing endeavours including print, digital, web, social	Alberta Post-Secondary Learning Act Protection of Privacy Act
Immunization Records	Learner Experience	Student Services	Wellness	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 Protection of Privacy Act Health Information Act
In-person Exam Bookings Administration platform (SharePoint)	Learner Experience	Student Services	Testing & Learning Support	ID, name, exam and course information, accommodation information related to exam writing, booking (time/date) information, instructor name	Enrolled students and applicants	Scheduling exam appointments in Test Centre	Alberta Post-Secondary Learning Act Protection of Privacy Act
Institutional research files	Academic	Research and Strategic Enrolment	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 Protection of Privacy Act
Lab Educators of Alberta, Partners in Laboratory Learning Strategic Conference Information	Academic	Faculty of Health 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 Protection of Privacy Act
Library H3lp	Learner Experience	Student Services	Library Services	Phone numbers (chats that come in	Students, staff	Administering library	Alberta Post-Secondary Learning Act Protection of Privacy Act
Library Patron Database	Learner Experience	Student Services	Library Services	Name, address, phone number, ID, library fines/fees, relationship to college (i.e. student or staff) and resources borrowed	Students, staff, external borrowers, and alumni	Manage the use of library resources and collect statistics for library collections management	Alberta Post-Secondary Learning Act Protection of Privacy Act
LINC Applications	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
LINC Attendance Contracts	Academic	Faculty of Skills & Foundational Learning	LINC	Attendance contracts per term	Students	Record of student understanding of attendance policies	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
LINC Cards	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
LINC Immigration, Outcomes, and Pathways Files	Academic	Research and Strategic Enrolment	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 Protection of Privacy Act Immigration and Refugee Protection Act Privacy Act
LINC Program Evaluation Files	Academic	Research and Strategic Enrolment	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 Protection of Privacy Act Immigration and Refugee Protection Act Privacy Act
LINC Works Project Files	Academic	Research and Strategic Enrolment	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 Protection of Privacy Act Immigration and Refugee Protection Act Privacy Act
Locker Rental Forms	External Relations & Partnerships	Facilities Fleet & Supply Chain Management	Business Enterprises	Name, program of study, and ID	Students	Administering locker rental program	Alberta Post-Secondary Learning Act Protection of Privacy Act
Logging Systems	Administration & CFO	Business Technology Services	Technology Support 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 Protection of Privacy Act
LVC Applications & Applicant List	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Make Tax Time Pay Volunteer Record	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Manual Attendance forms	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, course, CLB level, and instructor	Students and Employees	Record of student attendance for entry into PS	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
Master Lists	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act

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Medical Files	Learner Experience	Student Services	Wellness	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 Protection of Privacy Act Health Information Act
Microsoft 365 Platform (Office, Teams)	Administration & CFO	Business Technology Services	Technology Infrastructure	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 Protection of Privacy Act
Microsoft Outlook Contacts/Distribution Lists	Administration & CFO	Business Technology Services	Technology Infrastructure	Name, email address, Active Directory associated information	Employees, students, and contractors	Email communication	Alberta Post-Secondary Learning Act Protection of Privacy Act
Microsoft SharePoint	People & Culture	People & Talent Operations	People	Name, vacation dates, ID, and balance of vacation hours	Employees	Document Management and web forms	Alberta Post-Secondary Learning Act Protection of Privacy Act
Microsoft System Centre Configuration Manager	Administration & CFO	Business Technology Services	Digital Security	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 Protection of Privacy Act
Microsoft Windows Active Directory Software	Administration & CFO	Business Technology Services	Enterprise Business Solutions	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 Protection of Privacy Act
NETFacilities	Administration & CFO	Facilities Fleet & Supply Chain Management	Facilities	Name, telephone number, and details of work required	Employee, Contractor, and Student	To issue work and maintenance orders	Alberta Post-Secondary Learning Act Protection of Privacy Act
New Member Information Request	External Relations & Partnerships	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 Protection of Privacy Act
New User Setups Forms & Tracking Sheet	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Non-Credit Rosters & Certificates	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
O3's (physical and electronic records)	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Occupational Health and Safety Reports/WCB	People & Culture	People & Talent Operations	OHS	Name, address, telephone number, ID, details of event, date of birth, social information, salary information (as required - lost time)	Employee, Contractor, and Student	To investigate and manage events and employment relationship related to health and safety incidents	Alberta Post-Secondary Learning Act Protection of Privacy Act Occupational Health and Safety Act
Office of Student Judicial Affairs Case Files	Academic	Faculty of Academic Strategy & Integration	Student Judicial Affairs	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 Protection of Privacy Act
Official Student Physical File	Learner Experience	Admissions & Supports	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 Protection of Privacy Act
Ongoing Lists	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Panel Member Roster	Academic	Faculty of Academic Strategy & Integration	Student Judicial Affairs	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 Protection of Privacy Act
Parking Assignments	Administration & CFO	Facilities Fleet & Supply Chain Management	Facilities Operations & Maintenance	Name, telephone number, decal number	Employee	Parking lot capacity	Alberta Post-Secondary Learning Act Protection of Privacy Act
Payroll Database (PeopleSoft HR)	Administration & CFO	Financial 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 Protection of Privacy Act Income Tax Act
PeopleSoft HR System	People & Culture	People & Talent Operations	Talent	Contains employee address, name, telephone number, SIN#, date of birth, salary, benefit information, employee ID and dependent information	Employee	Process pay, meet legislative requirements and management of the employment relationship.	Alberta Post-Secondary Learning Act Canada Revenue Agency Act Protection of Privacy Act Income Tax Act Employment Standards
Personnel Files and Employee Records	People & Culture	People & Talent Operations	Talent	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, leave information, benefit information, dependent 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 Protection of Privacy Act
Photo Consent and Release forms	Learner Experience	Student Services	Library Services	Name, Name of parent or guardian (if under 18), signature, phone number, email and picture	Students	Required prior to photographing students for promotional purposes	Alberta Post-Secondary Learning Act Protection of Privacy Act
Placement Files (per term)	Academic	Faculty of Business and Environment Technology	Work Integrated Learning	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	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 Protection of Privacy Act
Practicum Records	Academic	Faculty of Health Studies	FHS Clinical Placement/WIL	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	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 Protection of Privacy Act

Title	Portfolio	Division	Program Area	Information Maintained	Individuals	Use	Legal Authority
ProctorU eProctor Exam Service-Online course exams	Learner Experience	Student Services	Testing & Learning Support	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	Enrolled students	Identity verification for students using online proctoring services to ensure compliance with Academic Conduct rules. Managing student sessions and usage statistics	Alberta Post-Secondary Learning Act Protection of Privacy Act
Proxy Database (CS)	Administration & CFO	Business Planning & Analytics	Business Intelligence	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, and education information	Applicants, Students,	The data in this database is used to support stored procedures for business forms as well as some operational reports.	Alberta Post-Secondary Learning Act Protection of Privacy Act
PS Access Audits	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, and PS Access role	Employees	Quarterly review of staff access levels	Alberta Post-Secondary Learning Act Protection of Privacy Act
QFlow	Learner Experience	Student Services	Accessibility Services	name, 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
QFlow Software	Learner Experience	Student Services	Testing & Learning Support	Name, 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 Protection of Privacy Act
RDP Attendance Tracking	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, course, and attendance records	Students and Employees	Report student attendance in iCare required by the funder	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
Recruitment Lists	Marketing & Communications	Marketing	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 Protection of Privacy Act
Referral Files	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Remark Reports	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Room Key Assignments	Administration & CFO	Facilities Fleet & Supply Chain Management	Facilities	Name, department, company name, and key number	Employee, Contractor, and Student	To track room key assignments	Alberta Post-Secondary Learning Act Protection of Privacy Act
Rural Assessment Tracking	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Security Reports	Administration & CFO	Facilities Fleet & Supply Chain Management	Emergency Business Services	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 Protection of Privacy Act Various City of Edmonton Bylaws
ServiceNow Software	Administration & CFO	Business Technology Services	Technology Support Services	Name, telephone number, address, building office location, and department	Employees, Contractors, Students	Log service desk requests from employees and contractors	Alberta Post-Secondary Learning Act Protection of Privacy Act
SMALSI (School Motivation and Learning Strategies Inventory)	Learner Experience	Student Services	Testing & Learning Support	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 Protection of Privacy Act
Social Work- LINC File	Academic	Faculty of Arts & Sciences	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 Protection of Privacy Act Health Information Act Immigration and Refugee Protection Act Privacy Act
SpringShare Suite	Learner Experience	Student Services	Library Services	a) Service or resource request – Name NorQuest email, and resource/service requested b) Event Registration – Self-serve booking tool for library events and rooms: Name and email address	Students and staff	Student and staff self-service resource and service requests ; self-service event registration i.e.: the Living Library	Alberta Post-Secondary Learning Act Protection of Privacy Act
Statistic Files	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Student Ambassador Records	Marketing & Communications	Marketing	Student Recruitment	Name, address, telephone number, and hours volunteered	Students	Administer Student Ambassador Program	Alberta Post-Secondary Learning Act Protection of Privacy Act
Student Award Nominations	Academic	Faculty of Health Studies	Allied Health Careers	Name and ID	Students	Documentation for student award nominations and recipients	Alberta Post-Secondary Learning Act Protection of Privacy Act
Student Files	Academic	Faculty of Skills & 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 Protection of Privacy Act
Student Financial Aid- Scholarships and Bursaries	Learner Experience	Registrar	Admissions & Supports	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 Protection of Privacy Act
Student History List (per term)	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Student ID Receipt Tracking	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act

Title	Portfolio	Division	Program Area	Information Maintained	Individuals	Use	Legal Authority
Student Mentorship Program Volunteer Records	Marketing & Communications	Marketing	Student Recruitment	Name, address, and phone number	Volunteers	Maintain records of individuals interacting with students	Alberta Post-Secondary Learning Act Protection of Privacy Act
Student Records	Academic	Faculty of Health Studies	FHS Clinical Placement/WIL	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 Protection of Privacy Act
Student Referral Database	Academic	Faculty of Skills & 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 Protection of Privacy Act
Swap Sheets	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, course, and education information	Students	Provide necessary information to determine correct student placement and required course changes	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
T4As	Administration & CFO	Financial Services	Finance	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 Protection of Privacy Act Income Tax Act
Teacher's Class Assignment List (per term)	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act
Telephone Directory	Academic	Faculty of Skills & Foundational Learning	LINC	Name and NorQuest Phone Numbers	Employees	Necessary information for LINC Faculty and Administration	Alberta Post-Secondary Learning Act Protection of Privacy Act
Telephone Voice Management Software	Administration & CFO	Business Technology Services	Technology Infrastructure	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 Protection of Privacy Act
Timesheets/Statement of Claim	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, financial coding, and hours of work	Employees	Record of submitted payroll records	Alberta Post-Secondary Learning Act Protection of Privacy Act
Transition to Employment: Psychoeducational Assessment Reports	Learner Experience	Student Services	Wellness	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 Protection of Privacy Act Health Information Act
Tutorial & Academic Coaching Drop-in Queuing	Learner Experience	Student Service Centre	Admissions & Supports	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 Protection of Privacy Act
Vendor Source Documents	Administration & CFO	Financial Services	Finance	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 Protection of Privacy Act Income Tax Act
VISA Cardholders List (VISA application)	Administration & CFO	Financial Services	Finance	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 Protection of Privacy Act
VISA Report and Receipts	Administration & CFO	Financial Services	Finance	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 Protection of Privacy Act
Volunteer Sign Up Information	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, and Police Service Clearance	Volunteers and Students	Maintain record of volunteer information	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
Waitlist Maintenance	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Weekly Numbers	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act Immigration and Refugee Protection Act
Withdrawals	Academic	Faculty of Skills & Foundational Learning	LINC	Name, ID, course, and withdrawal details	Students	Record all student withdrawals for entry to PS	Alberta Post-Secondary Learning Act Protection of Privacy Act Immigration and Refugee Protection Act
XLAN Rosters & Certificates	Academic	Faculty of Skills & Foundational Learning	LINC	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 Protection of Privacy Act