



Directory of Personal Information Banks

The directory of personal information banks lists the type of personal information held by Northern Lakes College.

2022

Academics (Learner Services)

Location:	Learner Services – Business, Academics, Trades
Information Maintained:	Name, address, phone number, e-mail, NLC identification number, birth date, course mark sheets, final exams, complaint documentation, appeal documentation, education plans, intervention documentation; attendance records; contract initiation documents, independent contracts, Planner budget information, evaluations of instruction, performance appraisals
Individuals:	Students (current, prospective, alumni), Staff (includes faculty), advisory committee members
Use:	To advise students To provide grades To process faculty evaluations To aid in the hiring process To assess entry and exit requirements for students To measure student support initiatives, such as learner action plans, letters of expectation and complaint resolution To provide evaluations
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act Skilled Trades and Apprenticeship Education Act Student Financial Aid Act

Location:	Learner Services - Centre for Teaching & Learning
Information Maintained:	Name, address, phone number, e-mail, description of request
Individuals:	Employees, Contractors
Use:	To create and oversee curriculum development contracts To report to the Senior Leadership Team on teaching and learning initiatives
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	Learner Services – Continuing Education & Corporate Training
Information Maintained:	Name, Address, Birth Date, Phone Number(s), Email Address(es), Registrations, Academic Records and Notes, Attendance Records, Contracts, Course Marks, Course Registration Records, Grades and Transcripts, NLC Identification Number, Performance Evaluations; contract initiation forms, independent contracts, Planner budget information, performance appraisals
Individuals:	Students (current, prospective, alumni), Staff (includes faculty), Contractors, Vendors
Use:	To contact students, staff, or contractors To provide grades or non-credit parchment To aid in the hiring process To manage staff or contractors To register students To investigate complaint/resolution To provide evaluations
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	Learner Services - Health
Information Maintained:	Name, address, phone number, e-mail, NLC identification number, birth date, grade sheets, complaint documentation, appeal documentation, program entrance application forms, employer, contract initiation documents, independent contracts, Planner budget information evaluations of instruction, performance appraisals
Individuals:	Students, employees, faculty, advisory committee members
Use:	To perform evaluations To assess for entry requirements To contact employees To process parchments To maintain attendance records for government agreements To help follow up with complaints and references To administer registration To evaluate students To contact individuals in the event of an emergency
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	Learner Services - Humanities, University Studies & Quality
Information Maintained:	Name, address, phone number, e-mail, NLC identification number, birth date, course mark sheets, final exams, complaint documentation, appeal documentation, education plans, intervention documentation; attendance records; contract initiation documents, independent contracts, Planner budget information, evaluations of instruction, performance appraisals
Individuals:	Students, employees, faculty, advisory committee members
Use:	To advise students To provide grades To process faculty evaluations To aid in the hiring process To assess entry and exit requirements for students To measure student support initiatives, such as learner action plans, letters of expectation and complaint resolution To provide evaluations To create field experience forms
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	Learner Services - Regional Stewardship: Community Education Committees and Council
Information Maintained:	Address, Email Address(es), Employer, Name, Phone Number(s), letters of appointment, Contracts, Expense Claims, Attendance records; Meeting documents
Individuals:	Students, Staff, Contractors, Vendors, Community Education Committee Members
Use:	Administer Advisory meetings, Administer student awards, Advise on college and community related needs, Contract orders, supplies, and services, Create and administer contracts, Facilitate College-related community events, Report to the Board on the status and needs of the Communities, Send acknowledgement and thank you letters
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	Learner Services – Student Services (Registrar, Student Awards)
Information Maintained:	Indigenous Status, sponsorship information, education plans, academic standing, name, preferred name, address, application, association membership registration, attendance records, birth date, change of name, citizenship status, course marks, course registration records, education history, email address(es), gender, grades and transcripts, high school grades and transcripts, language, NLC student number, misconduct incident records, phone number(s), student grades, student loan information, tax assessment income information, post-secondary transcripts, Visa documentation, copy of passport, study and coop work permits, Alberta Student Number (ASN), testing results; Social Insurance Number (SIN), marital status; Mobius ID, AIT number; International transcript assessments (e.g. IQAS)
Individuals:	Students (current, prospective, alumni), Financial Sponsors, Vendors, Parents (in event of minor student)
Use:	Administration; administer classes; administer billing; administer academic/non-academic code of conduct; admit prospective students; advise students, employees and faculty on college related matters; assess for entrance requirements; assess, disperse, and manage student funding; assign courses to faculty; communicate with Government; contact individuals in the event of an emergency; contact students as required; determine student awards; develop policy/procedures; ensure academic programs remain relevant; evaluate courses and programs; evaluate student progress; maintain changes in grades or administer marks; manage privacy incidents; oversee college departments; perform recruitment and enrolment activities; plan future faculty course allocations; process access-to-information requests; process applications; process financial collections activity; process government loan returns; process parchment; provide a service to graduate and public; provide documentation in response to complaints or appeals; provide information and guidance on matters of jurisdiction; pursue partnerships with other institutions, register or withdraw students from courses; register students to audit courses; request transcripts from other post-secondary institutions; schedule appointments with students; track the information/advice provided to students; administer awards; administer emergency funding to students based on financial circumstances; contact orders, supplies and services; facilitate College events; prior learning assessment; add/manage internal and external courses for transfer credit
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act Income Tax Act

Location:	Learner Services – Student Success (Counselling Services, Student Occupational Health & Safety)
Information Maintained:	<p>Student Success: Performance appraisals.</p> <p>Counselling Services: Name, address, phone number, cell phone number, e-mail, birth date, gender, academic status, reason for counseling, counseling history, counseling session notes by counselor, counselor notes regarding sessions, correspondence, career learning assessments, referral forms, psychiatric assessments, academic test results</p> <p>Occupational Health & Safety – Students: Name, address, phone number, e-mail, birth date, gender, social insurance number, Alberta Health Care Number, medical information, accident information, injury details, department, job classification, name of physician, wage and hours of work (most information collected based on the WCB employer's report)</p>
Individuals:	Students, contract staff, permanent employees
Use:	<p>Student Success:</p> <ul style="list-style-type: none"> To cultivate student engagement To support students and the broader community To oversee the departments that fall within the Student Success umbrella <p>Counselling Services:</p> <ul style="list-style-type: none"> To cultivate student engagement To support students To keep a record of students attending counseling sessions To assist students in future sessions To provide statistics for the department To uphold professional standards of governing and licensing bodies for practitioners. To contact counselors or faculty (Example - crisis interventions) <p>Occupational Health and Safety – Students:</p> <ul style="list-style-type: none"> To process WCB claims To administer/monitor/prevent accidents at the College
Legal Authority:	<p>Alberta Post-Secondary Learning Act</p> <p>Alberta Freedom of Information and Protection of Privacy Act</p> <p>Alberta Human Rights, Citizenship and Multiculturalism Act</p> <p>Canada Human Rights Act</p> <p>Alberta Mental Health Act</p> <p>Occupational Health and Safety Act</p>

Location:	Learner Services – Student Success (Student Wellness, Accessibility Services)
Information Maintained:	<p>Student Wellness: Name, address, phone number, cell phone number, email, registration information for wellness initiatives, submitted statistics related to wellness initiatives (Ex. Kilometres walked)</p> <p>Accessibility Services: Name, address, phone number, e-mail, NLC identification number, gender, program, courses, documentation of disability (confidential), current course marks</p>
Individuals:	Students, contract staff, permanent employees
Use:	<p>Student Wellness:</p> <ul style="list-style-type: none"> To cultivate student engagement To support students To administer wellness programming To post results from wellness initiatives/competitions <p>Accessibility Services:</p> <ul style="list-style-type: none"> To support students To make appointments for students To determine reasonable academic accommodations are in place To contact students with information pertaining to their appointments To connect students with service providers: readers/scribes for exams, note takers, academic strategists, Sign Language Interpreters, CART (captioning)
Legal Authority:	<p>Alberta Post-Secondary Learning Act</p> <p>Alberta Freedom of Information and Protection of Privacy Act</p> <p>Alberta Human Rights, Citizenship and Multiculturalism Act</p> <p>Canada Human Rights Act</p> <p>Alberta Mental Health Act</p>

Location:	Learner Services – Student Success (Library Services, Museum)
Information Maintained:	<p>Library Services: Name, address, phone number, email, NLC identification number, user overdue information,</p> <p>Museum: Name and address of visitor, individual information as related to collections and archives.</p>
Individuals:	Students, contract staff, permanent employees and the public for Library Services
Use:	<p>Library Services:</p> <ul style="list-style-type: none"> To manage access to and borrowing privileges for the library <p>Museum</p> <ul style="list-style-type: none"> To determine the volume of visitors to the museum and their locations
Legal Authority:	<p>Alberta Post-Secondary Learning Act</p> <p>Alberta Freedom of Information and Protection of Privacy Act</p>

External Relations

Location:	External Relations
Information Maintained:	Name, address, phone number, email, fax; contract initiation documents, independent contracts; Planner budget information; donor records; correspondence with officials, donors, partners, and corporate sponsors.
Individuals:	Students (alumni), employees, contractors, corporate partners, donors, sponsors, officials, public
Use:	Manage public relations, marketing, communications, alumni relations, fundraising, and events; Administration, Administer fundraising, donations, and awards, Communicate with Government, Contract orders, supplies, and services, Create and administer contracts, Develop policies, procedures, regulations and processes, Facilitate College events, Pursue partnerships, Report to the Board on the status and needs of the College, Send acknowledgement and thank you letters to donors; Process access to information requests; manage privacy incidents; Authorize the use of images and testimonials in marketing and communication materials.
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	Freedom of Information and Protection of Privacy Office
Information Maintained:	Name, address, phone number, email address, fax number
Individuals:	Students, employees, members of the public
Use:	To process access-to-information requests. To manage privacy incidents.
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Facilities & Ancillary Services

Location:	Facilities & Ancillary Services
Information Maintained:	<p>Housing - Name, Address, Email address, Student ID Number, Program, Incident reports, Investigation reports, Gender, Disclosure of Disability, need for Accommodation, Housing references, Criminal offences, Bankruptcy information</p> <p>Facilities - CCTV video images (investigations and safe use only)</p>
Individuals:	Students, and Student family members in residence, Employees, Contractors
Use:	Determining eligibility status for housing, emergency contact, administer billing, report creation for SLT and Board of Governors, Security monitoring, Leasing and Residential Tenancies, contracting requirements, Administering Facilities services (Staff and Contractors), Incident reporting to Authority having jurisdiction (RCMP, OH&S investigations, WCB).
Legal Authority:	<p>Alberta Post-Secondary Learning Act</p> <p>Alberta Freedom of Information and Protection of Privacy Act</p> <p>Residential Tenancies Act</p> <p>Occupational Health Safety Act</p>

Finance Services

Location:	Finance Services
Information Maintained:	Name, address, phone number, e-mail, fax number, NLC identification number, emergency contact information, banking-financial information, business number, contractor WCB information.
Individuals:	Students, employees, contractors, vendors, student sponsor agencies, NLC business clients
Use:	To process financial collections activity To perform day to day banking/financial activity To process Government loan returns To implement international student financial activity To process payments To administer finance activities related to College operations To prepare CRA tax slips
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act Income Tax Act

Governance & Office of the President

Location:	Office of the President
Information Maintained:	Name, Address, Phone number, E-mail, Phone, Fax, NLC identification number, Birth Date, Contracts, Correspondence, Financials
Individuals:	Students, Faculty, employees, and the public
Use:	<p>To be the Chief Executive officer for the College</p> <p>To exercise general supervision over and direction of the operation of the College</p> <p>To report to the Board on the status and needs of the College</p> <p>To be a member ex officio of every committee of the Board</p> <p>To communicate with Government</p> <p>To provide public relations</p> <p>To oversee the departments under the Office of the President</p> <p>To coordinate and facilitate the work of the Board of Governors and their committees</p> <p>To develop policies and processes</p> <p>To provide information and guidance on matters of jurisdiction</p>
Legal Authority:	<p>Alberta Post-Secondary Learning Act</p> <p>Alberta Freedom of Information and Protection of Privacy Act</p>

Human Resources & Occupational Health & Safety

Location:	Human Resources
Information Maintained:	Name, phone number(s), Social Insurance Number, Date of Birth, Address, Contracts, Copies of Passports, Driver license numbers, Criminal Records Check, Direct Deposit Information, Education History, Employment History, Grades and Transcripts, Citizenship status, Email address(es), Gender, Health Care Number, Human Resource Personnel Files, Immigration Documentation, , Letter of Offer of Employment, Medical Documents, Northern Lakes College Identification Number, Performance Appraisals, , Reference Letters, Resumes, Salary and Benefit Information, Tax Assessment Income Information, Time Sheets, TD1 forms, Emergency contact information, Recruitment documentation, Labour Relations documentation, Exit interviews, T4, WCB forms
Individuals:	Faculty, Staff (current, prospective, past), Contractors, Board of Governors, Volunteers
Use:	Budget and administer employee compensation, Benefits and T4's, conduct performance appraisals, contact employees as required/needed, contact individuals in the event of an emergency, Create and administer Contracts, Human Resources Administration, Administer Labour Relations inquiries, and Recruitment
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act Income Tax Act

Location:	Occupational Health & Safety
Information Maintained:	Name, Phone Number(s), Incident/Investigation Reports, Northern Lakes College Identification Numbers, Email address(es)
Individuals:	Faculty and Staff (current, past), Contractors, Board of Governors, Members of the Public
Use:	Administration of OH&S (Occupational Health and Safety), Complete incident/investigation reports, Provide documentation in response to incidents or complaints, contact individuals as needed/required.
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act Occupational Health and Safety Act

Information Technology Services

Location:	IT Services
Information Maintained:	Name, Email, NLC Identification Number, Phone number, Performance Appraisals, Video and Audio Recordings of department meetings, working sessions, and training sessions.
Individuals:	Employees, Students, Associated CALPs, Contractors
Use:	To contact individuals to provide system support. To process employee evaluations. To process minutes, for reference, and for training purposes.
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act