Medicine Hat College

Personal Information Banks

As of November 28, 2017

Student Development

Location:	**Athletics**
Information Maintained:	Name, Address, Applications, Association Membership Registration, Attendance Records, Academic Advising Records and notes, Academic Standing, Accessibility Services Records, Audition Forms/Reports, Birth Date, Change of Name, Citizenship Status, Contracts, Counselling Session Records and Notes, Course Marks, Course Registration Records, Criminal Record Check, Education History, Email Addresses, Emergency contact Information, Employment History, English Language Test Scores, Examination Records, Financial and/or Banking Information, Gender, Grades and Transcripts, Health Care Number, Health Information, High School Grades and Transcripts, Immigration Documentation, Language, Letter of Offer of Employment, Medical documents, MHC Identification Number, Peer Evaluations, Performance Appraisals, Performance Evaluations, Personnel Documents, Phone Number, Portal Login Information, Practicum Placement Records, Professional Development applications, Proof of Education, Reference Letters, Research Data, Residence Incident Reports, Resumes/Curriculum Vitaes, Salary and Benefit Information, Student Exams, Student Grades, Student Health Insurance Policy Number, Time Sheets, Transcripts, Visa Documentation
Individuals:	Students (current, prospective, and alumni), Staff (includes faculty-current, prospective, and past), Contractors, Vendors, Donors, Volunteers, Patrons, Parents and Family Members of Students, Government Officials
Use:	Adjudicate misconduct hearings as required, Administration, Administer Advisory Committees, Administer fundraising, donations, and scholarships, Administer Practicums, Administer the Code of Student conduct (academic/non-academic), Administer the information management program, Advise students, employees, and faculty on college related matters, Assess for entrance requirements for students, Conduct peer and Chair evaluations, Contact employees as required/needed, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Create and administer contracts, Determine scholarships based on financial need, Develop policies and processes, Ensure academic programs remain relevant, Evaluate students, Facilitate approved travel carried out on behalf of the College, Facilitate College events, Maintain changes in grades or administer marks, Manage workload and assignments, Manage employees and contractors, Manage Government Relations, Manage privacy incidents, Manage public relations, marketing, communications, alumni relations, and fundraising, Perform day to day banking/financial activity, Perform recruitment and enrollment activities, Process access-to-information requests, Process vacation requests, Provide a reference in the event of a complaint, Provide a service to graduate and the public, Provide documentation in response to complaints or appeals, Provide professional development opportunities to staff and faculty, Pursue partnerships with other institutions, Schedule appointments with students, Send acknowledgement and thank you letters to donors, Track the information/advice that has been given to students
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**International Education and Diversity**
Information Maintained:	Name, Address, Applications, Birth Date, Citizenship Status, Contracts, Copies of Passports, Criminal Record Check, MHC Identification Number, Performance Evaluations, Email Address(es), Emergency Contact Information, English Language Test Scores, Gender, Grades and Transcripts, Immigration Documentation, Emergency contact Information, English Language Test Scores, Gender, Grades and Transcripts, Resumes/Curriculum Vitaes, Student Grades, Student Health Insurance Policy Number, Immigration Documentation, Time Sheets, Transcripts, Visa Documentation, Agent or institution association, Training records
Individuals:	Students (current, prospective, and alumni), Staff (includes faculty-current, prospective, and past), Contractors, Vendors, Volunteers, Staff at partner institutions
Use:	Administration, Advise students, employees, and faculty on college related matters, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Facilitate college events, Implement international student financial activity, Manage employees and contractors, Manage public relations, marketing, communications, alumni relations, and fundraising, Perform recruitment and enrollment activities, Pursue partnerships with other institutions, Track the information/advice that has been given to students, Administer health insurance program for international students, Facilitate education abroad experiences, Administer volunteer and homestay programs
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Student Engagement**
Information Maintained:	Name, Address, Applications, Aboriginal Status and/or Band Affiliation, Academic Advising Records and Notes, Academic Standing, Accessibility Services Records, Birth Date, Change of Name, Citizenship Status, MHC Identification Number, Counselling Session Records and Notes, Course Marks, Course Registration Records, Education History, Educational Assessments, Email Address(es), Emergency Contact Information, English Language Scores, Misconduct Incident records, Performance appraisals, Performance Evaluations, Phone Number(s), Psychological Assessments, Examination Records, Gender, Grades and Transcripts, Health Care Number, High school grades and transcripts, Residence Incident Reports, Student Grades, Student Loan Information, Time Sheets, Transcripts
Individuals:	Students (current, prospective, and alumni), Contractors, Parents and Family Members of Students
Use:	Administration, Administer the information management program, Admit prospective students, Advise students, employees, and faculty on college related matters, Assess for entrance requirements for students, Assess, disperse, and manage student funding, Contact individuals in the event of an emergency, Contact students as required/needed, Create and administer Contracts, Process applications, Register or withdraw students from courses, Request transcripts from other post-secondary institutions, Schedule appointments with students, Track the information/advice that has been given to students

Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Registrar's Office, Financial Aid, Recruitment**
Information Maintained:	Aboriginal Status and/or Band Affiliation, Academic Advising Records and Notes, Academic Standing, 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, MHC Identification Number, Misconduct Incident Records, Phone Number(s), Student Grades, Student Loan Information, Tax Assessment Income Information, Transcripts, Visa Documentation, Alberta Student Number, Deposit Cheque Information, Emergency Contact Information, Employment History, Financial and/or Banking Information, Interview Meeting Records, Proof of Education, Reference Letters, Resumes/Curriculum Vitaes, Accessibility status (not the full record), Research Data
Individuals:	Students (current, prospective, and alumni), Financial Sponsors, Vendors, Volunteers, Parents and Family Members of Students
Use:	Administration, Administer classes, Administer billing, Administer the Code of Student Conduct (academic/non-academic), Administer the information management program, admit prospective students, Advise students, employees, and faculty on college related matters, Assess for entrance requirements for students, 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/needed, Determine scholarships based on financial need, Develop policies and processes, Ensure academic programs remain relevant, Evaluate courses and programs, Evaluate students, Implement international student financial activity, Maintain changes in grades or administer marks, Manage privacy incidents, Oversee the College Departments, Perform recruitment and enrollment activities, Plan future timetables and allocate courses appropriately to faculty, Process access-to-information requests, Process applications, Process financial collections activity, Process Government loan returns, Process parchment, Provide a service to graduate and the 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, Retain exams and grades for a limited period as required by the institution, Schedule appointments with students, Track the information/advice that has been given to students, Administer fundraising donations, and scholarships, Administer emergency funding to students based on financial situation, Contract orders, supplies, and services, Facilitate College events
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Academic

Location:	**Academic – Division of Arts, Education, and Business**
Information Maintained:	Academic Advising Records and Notes, Academic Standing, Accessibility Services Records, Address, Applications, Association Membership Registration, Attendance Records, Birthdate, Citizenship Status, Copies of Passports, Change of Name, Contracts, Course Marks, Course Registration Records, Criminal Record Check, Deposit Cheque Information, Donor Records, Education History, Educational Assessments, Email Address(es), Emergency Contact Information, Employment History, English Language Test Scores, Examination Records, Grades and Transcripts, Gender, Health Care Number, Health Information, Immunization Records, Interview Meeting Records, Language, Letter of Offer of Employment, Medical Documents, MHC Identification Number, Misconduct Incident Records, Name, Peer Evaluations, Performance Appraisals, Performance Evaluations, Personnel Documents, Phone Number(s), Portal Login Information, Practicum Placement Records, Professional Development Applications, Proof of Education, Reference Letters, Research Data, Resumes/Curriculum Vitaes, Salary and Benefit Information, Student Exams, Students Grades, Student Health Insurance Policy Number, Time Sheets, Transcripts, Visa Documentation, AB Children's Services Record
Individuals:	Students (current, prospective, alumni), Staff (includes faculty)(current, prospective, past), Contractors, Vendors, Advisory Committee Members, Donors
Use:	Adjudicate misconduct hearings as required, Administration, Administer Advisory Committees, Administer classes, Administer billing, Administer fundraising, donations, and scholarships, Administer Practicums, Administer staff on course allocation, Administer the Code of Student Conduct (academic/non-academic), Admit prospective students, Advise students, employees, and faculty on college related matters, Assign courses to faculty, Assess for entrance requirements for students, Budget and administer employee compensation, Communicate with Government, Conduct peer and Chair evaluations, Contact employees as required/needed, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Create and administer Contracts, Develop policies and processes, Ensure academic programs remain relevant, Evaluate courses and programs, Evaluate students, Facilitate approved travel carried out on behalf of the College, Facilitate College events, Human Resources Administration, Implement international student financial activity, Maintain changes in grades or administer marks, Manage access to and borrowing privileges for the Library, Manage workload and assignments, Manage employees and contractors, Manage Government Relations, Manage privacy incidents, Manage public relations, marketing, communications, alumni relations, and fundraising, Oversee program reviews and new degree programs, Oversee the College Departments, Perform recruitment and enrollment activities, Plan future timetables and allocate courses appropriately to faculty, Process vacation requests, Provide a reference in the event of complaint, Provide a service to graduates and the public, Provide documentation in response to complaints or appeals, Provide information and guidance on matters of jurisdiction, Provide professional development opportunities to staff and faculty, Pursue partnerships with other institutions, Report to the Board on the status and needs of the College, Register or withdraw students from courses, Retain exams and grades for a limited period as required by the institution, Schedule appointments

	with students, Send acknowledgement and thank you letters to donors, Track the information/advice that has been given to students
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Academic – Division of Science and Health**
Information Maintained:	Academic Advising Records and Notes, Accessibility Services Records, Address, Applications, Association Membership Registration, Attendance Records, Birth Date, Cardiopulmonary Resuscitation Certification Documents, Course Marks, Criminal Record Check, Education History, Educational Assessments, Email Address(es), Emergency Contact Information, Gender, Grades and Transcripts, Health Information, Health Care Number, High school grades and transcripts, Immunization Records, Medical Documents, MHC Identification Number, Misconduct Incident records, N95 Mask Fit Documents, Name, Performance Evaluations, Phone Number(s), Practicum Placement Records, Professional Development Applications, Proof of Education, Resumes/Curriculum Vitaes, Student Exams, Student Grades, Time Sheets, Transcripts
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, prospective, past), Vendors, Advisory Committee Members, Parents and Family Members of Students, Fieldwork Site Contacts
Use:	Administration, Administer Advisory Committees, Administer classes, Administer Practicums, Administer staff on course allocation, Administer the Code of Student Conduct (academic/non-academic), Administer the information management program, Admit prospective students, Advise students, employees, and faculty on college related matters, Assess for entrance requirements for students, Assign courses to faculty, Budget and administer employee compensation, Conduct peer and Chair evaluations, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Create and administer Contracts, Develop policies and processes, Ensure academic programs remain relevant, Evaluate courses and programs, Evaluate students, Facilitate approved travel carried out on behalf of the College, Maintain changes in grades or administer marks, Manage workload and assignments, Manage employees and contractors, Manage public relations, marketing, communications, alumni relations, and fundraising, Oversee program reviews and new degree programs, Perform recruitment and enrollment activities, Plan future timetables and allocate course appropriately to faculty, Process applications, Process parchments, Process vacation requests, Provide a service to graduates and the public, Provide documentation in response to complaint or appeals, Provide professional development opportunities to staff and faculty, Pursue partnerships with other institutions, Request transcript from other post-secondary institutions, Retain exams and grades for a limited period as required by the institution, Schedule appointments with students, Send acknowledgement and thank you letters to donors, Track the information/advice that has been given to students, Facilitate PLAR evaluations
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Academic – Division of Trades and Technology**
Information Maintained:	Name, Address, Applications, Aboriginal Status and/or Band Affiliation, Academic Advising Records and Notes, Academic Standing, Association Membership Registration, Attendance Records, Birth Date, Change of Name, Citizenship Status contracts, Course Marks, Course Registration Records, Criminal Record Check, Deposit Cheque Information, Donor Records, Education History, Educational Assessments, Email Address(es), Emergency Contact Information, Employment History, Examination Records, Financial and/or Banking Information, Gender, Grades and Transcripts, Health Care Number, Health Information, High school grades and transcripts, Human Resource Personnel Files, Immunization Records, Interview Meeting Records, Language, Letter of Offer of Employment, Medical Documents, MHC Identification Number, Misconduct Incident Records, Name, Peer Evaluations, Performance Appraisals, Performance Evaluation, Personnel Documents, Phone Number(s), Portal Login Information, Practicum Placement Records, Professional Development Applications, Proof of Education, Psychological Assessments, Reference Letters, Research Data, Residence Incident Reports, Resumes/Curriculum Vitaes, Salary and Benefit Information, Student Exams, Student Grades, Student Health Insurance Policy Number, Student Loan Information, Time Sheets, Transcripts
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, prospective, past), Vendors, Advisory Committee Members, Government of Alberta officials, Government of Canada officials
Use:	Adjudicate misconduct hearings as required, Administration, Administer Advisory Committees, Administer classes, Administer billing, Administer fundraising, donations, and scholarships, Administer practicums, Administer staff on course allocation, Administer the Code of Student Conduct (academic/non-academic), Administer the information management program, Admit prospective students, Advise students, employees, and faculty on college related matters, Assess for entrance requirements for students, Assess, disperse, and manage student funding, Assign courses to faculty, Budget and administer employee compensation, Communicate with Government, Conduct peer and Chair evaluations, Contact employees a required/needed, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Create and administer Contracts, Determine scholarships based on financial need, Develop policies and processes, Ensure academic programs remain relevant, Evaluate courses and programs, Evaluate students, Facilitate approved travel carried out on behalf of the College, Facilitate College events, Human Resources Administration, Maintain changes in grades or administer marks, Manage access to and borrowing privileges for the Library, Manage workload and assignments, Manage employees and contractors, Manage Government Relations, Manage privacy incidents, Manage public relations, marketing, communications, alumni relations, and fundraising, Oversee program reviews and new degree programs, Oversee the College Departments, Perform day to day banking/financial activity, Perform recruitment and enrollment activities, Plan future timetables and allocate courses appropriately to faculty, Process access-to-information requests, Process applications, Process financial collections activity, Process vacation requests, Provide a reference in the event of a complaint, Provide a service to graduates and the public, Provide documentation in response to complaints or appeals, Provide information and guidance on matters of jurisdiction, Provide professional development opportunities to staff and faculty, Pursue partnerships

	with other institutions, Register or withdraw students from courses, Register students to audit courses, Report to the Board on the status and needs of the College, Request transcripts from other post-secondary institutions, Retain exams and grades for a limited period as required by the institution, Schedule appointments with students, end acknowledgement and thank you letters to donors, Track the information/advice that has been given to students
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Academic – Library and Information Technology Services**
Information Maintained:	Address, Contracts, Email Address(es), Library User Information, MHC Identification Number, Name, Performance Evaluations, Phone Number(s), Reference Letters, User Overdue Information
Individuals:	Students (current, alumni), Staff (includes faculty) (current), Donors, Patrons, Anyone with a community membership (library)
Use:	Administer billing, Contact students as required/needed, Contract orders, supplies, and services, Facilitate College events, Manage access to and borrowing privileges for the Library, Manage employees and contractors, Send acknowledgement and thank you letters to donors
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Academic – Information Technology Services**
Information Maintained:	Academic Standing, Address, Applications, Birth Date, Change of Name, Citizenship Status, Contracts, Course Marks, Course Registration Records, Education History, Email Address(es), Emergency Contact Information, Gender, Grades and Transcripts, High School grade and transcripts, MHC Identification Number, Misconduct Incident Records, Name, Performance Evaluations, Personnel Documents, Phone Number(s), Practicum Placement Records, Professional Development Applications, Reference Letters, Student Grades, Time Sheets, Transcripts
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, past), Contractors, Vendors, Donors, Parents and Family Members of Students, Paramedic Preceptors – AHS
Use:	Administration, Administer classes, Administer billing, Administer Practicums, Administer the information management program, Communicate with Government, Contact employees as required/needed, Contact students as required/needed, Contract orders, supplies, and services, Create and administer contracts, Develop policies and processes, Facilitate approved travel carried out on behalf of the College, Facilitate College events, Human Resources Administration, Implement international student financial activity, Manage access to and borrowing privileges for the Library, Manage employees and contractors, Oversee the College Departments, Perform day to day banking/financial activity, Perform recruitment and

	enrollment activities, Process applications, Process financial collections activity, Process parchments, Provide a service to graduates and the public, Request transcripts from other post-secondary institutions, Retain exams and grades for a limited period as required by the institution (note: Internally built services to other departments included in this list)
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Academic –Information Technology Services-Stewardship of Systems**
Information Maintained:	Academic Advising Records and Notes, Academic Standing, Accessibility Services Records, Applications, Association Membership Registration, Attendance Records, Address, Birth Date, Change of Name, Citizenship Status, Contracts, Counselling Session Records and Notes, Course Marks, Course Registration Records, Criminal Records Check, Deposit Cheque Information, Donor Records, Education History, Educational Assessment, Email Address(es), Emergency contact Information, Employment History, Examination Records, Financial and/or Banking Information, Gender, Grades and Transcripts, Health Care Number, Health Information, High school grades and transcripts, Human Resource Personnel Files, Immigration Documentation, Interview Meeting Records, Language, Library User Information, MHC Identification Number, Name, Performance Evaluations, Personnel Documents, Phone Number(s), Portal Login Information, Practicum Placement Records, Professional Development Applications, Reference Letters, Research Data, Residence Incident Reports, Salary and Benefit Information, Student Exams, Student Grades, Student Health Insurance Policy Number, Student Loan Information, Tax Assessment Income Information, Transcripts, User Overdue Information, Visa Documentation
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, prospective, past), Contractors, Vendors, Donors, Parents and Family Members of Students, Paramedic Preceptors-AHS, Board of Governors, Patrons, Government of Alberta officials, Government of Canada officials, Third Party Partners
Use:	Stewardship of ITS systems for MHC
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Administration and Finance

Location:	**Facility Operations**
Information Maintained:	Address, Birth Date, Contracts, Email Address(es), Emergency Contact Information, MHC Identification Number, Name, Performance Appraisals, Performance Evaluations, Phone Number(s), Resumes/Curriculum Vitaes, Salary and Benefit Information, Time Sheets, Drivers' license, Aerial Work Platform Certificates
Individuals:	Students (current), Staff (includes faculty) (current), Contractors, Vendors
Use:	Administration, Advise students, employees, and faculty on college related matters, Contact employees as required/needed, Contact individuals in the event of an emergency, Contact students as required/needed, contract orders, supplies, and services, Create and administer contracts, Develop policies and processes, Facilitate approved travel carried out on behalf of the College, Manage employees and contractors, Process vacation requests, Provide information and guidance on matters of jurisdiction, Door access for students/employees
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Financial Services, Strategic Research and Analysis, Records and Document Management**
Information Maintained:	Address, Applications, Contracts, Deposit Cheque Information, Email Address(es), Financial and/or Banking Information, MHC Identification Number, Name, Performance appraisals, Performance Evaluation, Phone Number(s), Salary and Benefit Information, Tax Assessment Income Information, Time Sheets, Visa Documentation, Social Insurance Number
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, prospective, past), Contractors, Vendors, Board of Governors, Donors, Government of Alberta officials, Parents of Students
Use:	Administration, Administer billing, Administer refunds, Administer fundraising, donations, and scholarships, Budget and administer employee compensation, Communicate with government, Contact employees as required/needed, Contract orders, supplies, and services, Coordinate and facilitate the work of the Board of Governors and their committees, Create and administer contracts, Develop policies and processes, Facilitate approved travel carried out on behalf of the College, Perform

	day to day banking/financial activity, Process financial collections activity, Process vacation requests, Provide a service to graduates and the public, Report to the Board on the status and needs of the College
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Human Resources, Policy and Human Rights**
Information Maintained:	Address, Applications, Association Membership Registration, Attendance Records, Cardiopulmonary Resuscitation Certification Documents, Change of name, Contracts, Copies of Passports, Criminal Records Check, Deposit Cheque Information, Education History, Employment History, Financial and/or Banking Information, Grades and Transcripts, Citizenship status, Email address(es), Gender, Health Care Number, Health Information, Human Resource Personnel Files, Immigration Documentation, Immunization Records, Interview Meeting Records, Letter of Offer of Employment, Medical Documents, MHC Identification Number, Misconduct Incident Records, Name, Performance Appraisals, Personnel Documents, Phone Number(s), Professional Development Applications, Proof of Education, Psychological Assessments, Reference Letters, Birth date, Social Insurance Number, Resumes/Curriculum Vitaes, Salary and Benefit Information, Tax Assessment Income Information, Time Sheets, Transcripts, Via Documentation
Individuals:	Students (current), Staff (include faculty) (current, prospective, past), Contractors, Board of Governors, Volunteers
Use:	Adjudicate misconduct hearings as required, Administration, Advise students, employees, and faculty on college related matters, Assign courses to faculty, Budget and administer employee compensation, Conduct peer and Chair evaluations, Contact employees as required/needed, Contact individuals in the event of an emergency, Create and administer Contracts, Develop policies and processes, Facilitate College events, Human Resources Administration, Manage workload and assignments, Manage employees and contractors, Process vacation requests, Provide documentation in response to complaints or appeals, Provide professional development opportunities to staff and faculty, Report to the Board on the status and needs of the College, Administer human rights enquiries/complaints
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Strategic Research**
Information Maintained:	Aboriginal Status and/or Band Affiliation, Academic Standing, Accessibility Services Records, Address, Applications, Birth Date, Citizenship Status, Course Marks, Course Registration Records, Education History, Email Address(es), Emergency Contact Information, Gender, Grades and Transcripts, MHC Identification Number, Name, Phone Number(s), Research Data, Student Grades, Student Loan Information,
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, past)
Use:	Advise students, employees, and faculty on college related matters, Evaluate courses and programs, Report to the Board on the status and needs of the College, Support decision making, Conduct institutional research
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Advancement and Community Relations

Location:	**College Advancement**
Information Maintained:	Address, Birth Date, Change of Name, Contracts, Deposit Cheque Information, Donor Records, Education History, Email Address(es), Employment History, Gender, Language, MHC Identification Number, Name, Phone Number(s), Reference letters, Research Data, Time Sheets, Notes of discussions with donors, partners, and sponsors, Family information (eg. Spouse of donor or alumni)
Individuals:	Students (alumni), Contractors, Vendors, Board of Governors, Advisory Committee Members, Donors, Patrons, Parents and Family Members of Students, Government of Alberta officials, Government of Canada officials, Municipal Government officials, Partners, Sponsors, EDC clients, APEX Incubator clients
Use:	Administration, Administer Advisory Committees, Administer billing, Administer fundraising, donations, and scholarships, Advise students, employees, and faculty on college related matters, Communicate with Government, Contract orders, supplies, and services, Create and administer contracts, Develop policies and processes, Facilitate College events, Manage workload and assignments, Manage employees and contractors, Manage Government relations, Manage public relations, marketing, communications, alumni relations, and fundraising, Oversee the College Departments, Process applications, Provide a service to graduates and the public, Provide documentation in response to complaints or appeals, Pursue partnerships with other institutions, Report to the Board on the status and needs of the College, Schedule appointments with students, Send acknowledgement and thank you letters to donors, Track the information/advice that has been given to students
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Business Operations**
Information Maintained:	Address, Contracts, Email address(es), Employment History, Misconduct Incident Records, Name, Performance Appraisals, Performance Evaluations, Phone number(s), Salary and Benefit Information, Student Loan Information, Time sheets, Track parking permit holders
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, prospective, past), Contractors, Vendors , Patrons
Use:	Administration, Administer billing, Contact employees as required/needed, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Develop policies and processes, Facilitate College events, Manage workload and assignments, Manage employees and contractors, Perform day to day banking/financial activity, Process financial collections activity, Process vacation requests
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act

Location:	**Continuing Studies**
Information Maintained:	Academic Advising Records and Notes, Academic Standing, Address, Applications, Attendance Records, Audition Forms/Reports, Birth Date, Cardiopulmonary Resuscitation Certification Documents, Contracts, Course Marks, Course Registration Records, Criminal Records Check, Email Address(es), Emergency Contact Information, English Language Test Scores, Grades and Transcripts, Immunization Records, MHC Identification Number, Name, Performance Evaluations, Phone Number(s), Practicum Placement Records, Proof of Education, Resumes/Curriculum Vitaes, Salary and Benefit Information, Student Exams, Student Grades, Time Sheets, Transcripts, Visa Documentation
Individuals:	Students (current, prospective, alumni), Staff (includes faculty) (current, prospective, past), Contractors, Vendors , Donors, Volunteers, Parents and Family Members of Students, Government of Alberta officials
Use:	Administration, Administer classes, Administer billing, Administer practicums, Administer the Code of Student Conduct (academic/non-academic), Admit prospective students, Assess for entrance requirements for students, Assign courses to faculty, Budget and administer employee compensation, Communicate with government, Contact employees as required/needed, Contact individuals in the event of an emergency, Contact students as required/needed, Contract orders, supplies, and services, Create and administer Contracts, Determine scholarships based on financial need, Develop policies and processes, Ensure academic programs remain relevant, Evaluate courses and programs, Evaluate students, Facilitate College

	events, Maintain changes in grades or administer marks, Manage workload and assignments, Manage workload and assignments, Manage employees and contractors, Manage Government Relations, Manage public relations, marketing, communications, alumni relations, and fundraising, Perform recruitment and enrollment activities, Plan future timetables and allocate courses appropriately to faculty, Process applications, Process parchments, Process vacation requests, Provide documentation in response to complaints or appeals, Pursue partnerships with other institutions, Register or withdraw students from courses, Report to the Board on the status and needs of the College, Retain exams and grades for a limited period a required by the institution, Schedule appointments with students, Send acknowledgement and thank you letters to donors
Legal Authority:	Alberta Post-Secondary Learning Act Alberta Freedom of Information and Protection of Privacy Act