

## MHC Personal Information Bank Directory

| Department                 | Location             | PIB Title                            | Format               | Information That May Be Maintained                                                                                                                                                           | Who the Information is about                                                        | Purpose(s)                                                                                                                  | Legal Authority   |
|----------------------------|----------------------|--------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Advancement</b>         | Community Engagement | Fundraising and Alumni Records       | Electronic           | Contact information, graduation year, program, donation amounts and history, donor agreements                                                                                                | Alumni, donating employees and members of the MHC Community.                        | To develop and cultivate support for the college and to maintain ongoing relationships with alumni, supporters and friends. | POPA section 4(c) |
| <b>Athletics</b>           | Athletics Office     | Become a Rattler                     | Electronic and Paper | Name, address, email, phone number, gender, sport played, height, high school attended, coach contact information, open house questionnaire, home town                                       | Prospective team members and their coaches                                          | Team recruitment and athlete assessment.                                                                                    | POPA section 4(c) |
|                            | Athletics Office     | Athlete Information                  | Electronic and Paper | Name, academic schedule and progress, health information, contact information, emergency contact information, coach, sport history, consent forms, progress reports, team travel information | Current athletes                                                                    | To manage and administer college sports teams                                                                               | POPA section 4(c) |
|                            | Athletics Office     | Adopt a Rattler                      | Electronic and Paper | Sponsorship information, name, address, contact information                                                                                                                                  | Donors                                                                              | Facilitate sponsorship of MHC teams and players                                                                             | POPA section 4(c) |
|                            | Athletics Office     | Non-team sports information          | Electronic and Paper | Name, email, attendance                                                                                                                                                                      | participants in intramurals, fitness classes and fitness centre                     | To manage and administer college intramural and other fitness programs. To notify of changes and updates.                   | POPA section 4(c) |
|                            | Athletics Office     | Summer Camps                         | Electronic and Paper | Participant name, age, allergies/medications, parent/guardian name, address, email, phone number, emergency contact information                                                              | minors participating in summer camps and their parent/guardian                      | To manage the enrollments and facilitation of summer camps.                                                                 | POPA section 4(c) |
|                            | Athletics Office     | Volunteers                           | Electronic and Paper | name, contact information, volunteer hours and location.                                                                                                                                     | individuals volunteering with college athletics                                     | The administration and scheduling of volunteers. Enlistment of volunteers.                                                  | POPA section 4(c) |
| <b>Facility Operations</b> | Facilities Office    | Facilities Access and Use Management | Electronic and Paper | Name, address, signature, email, phone number, driver's license                                                                                                                              | Employee, students and members of the public booking college facilities/space/fleet | Management of access to and usage of campus facilities, rooms, and equipment. Ensure valid licensing when required          | POPA section 4(c) |

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| <b>Facility Operations</b>     |                   | Parking and Storage Services  | Electronic and Paper | Name, phone number, email, address, vehicle description                                                                                                                                                                            | Employee, students and members of the public who utilize bike lockers or parking services        | To identify vehicle and bicycle owners when required                                                                                                  | POPA section 4(c) |
|                                |                   | Security and Surveillance     | Electronic and Paper | Name, work email, student ID#'s, surveillance images                                                                                                                                                                               | Name, work email, student ID#, surveillance images                                               | To support safety, security monitoring and incident investigations                                                                                    | POPA section 4(c) |
| <b>Finance</b>                 |                   |                               |                      |                                                                                                                                                                                                                                    |                                                                                                  |                                                                                                                                                       |                   |
| <b>Human Resources</b>         | Payroll           | Unit4/HRIS                    | Electronic           | Names, address, phone number, date of birth, banking information, SIN, benefit information, position, employment history, tax information                                                                                          | employees and contractors                                                                        | Payroll facilitation and employment administration.                                                                                                   | POPA section 4(c) |
|                                | Human Resources   | Employee Files                | Paper                | Name, address, phone number, email, date of birth, SIN, banking information, letters of hire, LAPP information, benefits, employment changes and history                                                                           | employees and contractors                                                                        | Employment administration of the college                                                                                                              | POPA section 4(c) |
|                                | Human Resources   | Investigation files           | Electronic and Paper | names, contact information, all investigation details necessary for conducting workplace investigations                                                                                                                            | employees, students, witnesses, investigators who have participated in a workplace investigation | The investigation, assessment, and record keeping of workplace investigations. The administration of actions following investigations                 | POPA section 4(c) |
|                                | Human Resources   | Job Application Files         | Electronic and Paper | All information contained on resumes and cover letters                                                                                                                                                                             | any individual who has applied for to a college job posting                                      | The determination of suitability and qualifications related to a posted role. Contacting candidates selected for an interview                         | POPA section 4(c) |
| <b>International Education</b> | Global Engagement | Exchange and Mobility Records | Electronic           | Names, date of birth, student ID, email, program of study, destination, flight information, passport information, health insurance confirmation, vaccine information, emergency contacts, medical disclosure, financial disclosure | students participating in exchange and mobility programs                                         | Facilitation of exchange and mobility programming, including determining program and funding eligibility, risk management and emergency preparedness. | POPA section 4(c) |

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| <b>International Education</b>         | International Student Services   | Homestay Database | Electronic | Names, date of birth, email, phone number, addresses, household members, emergency contacts, medical disclosure, hobbies and interests, pets, arrival information                                                                                                             | Students participating in the Homestay programs                                     | Administration of MHC's homestay program for international students.                                                                            | POPA section 4(c) |
|                                        | International Student Services   | Study Permits     | Electronic | Study permit application date, study permit application status and record                                                                                                                                                                                                     | International students                                                              | Confirmation of study permit application dates and results for the purpose of confirming MHC enrolment.                                         | POPA section 4(c) |
|                                        | International Education Advising | Advising Records  | Electronic | Student ID, name, program, employment status and working hours, student /classroom experience, general wellbeing, work permit status, consultations with advisors                                                                                                             | international students seeking support from the International Education Advisor     | Facilitation of proactive advising programming for international students, for early detection and mitigation of academic and other challenges. | POPA section 4(c) |
|                                        |                                  |                   |            |                                                                                                                                                                                                                                                                               |                                                                                     |                                                                                                                                                 |                   |
| <b>Information Technology Services</b> | IT Services                      | Ticketing System  | Electronic | Student ID, Student First Name, Student Last Name, MHC Student E-mail, Personal E-mail, Student Barcode, Date-Of-Birth, Employee ID, Employee First Name, Employee Last Name, Employee E-mail, Employee Personal E-mail, information shared in the ticket resolution process. | Employees and Students that utilize IT Services                                     | For verification, to facilitate services related to Account Access and Troubleshooting, and records retention.                                  | POPA section 4(c) |
|                                        |                                  |                   |            |                                                                                                                                                                                                                                                                               |                                                                                     |                                                                                                                                                 |                   |
| <b>Library Services</b>                | Library Services                 | Library Center    | Electronic | Name, Preferred Name, Address, Email, Library Card Barcode, Student Number, Fine Information,                                                                                                                                                                                 | Students, Staff, Alumni, and Community Members who use the MHC Library              | To manage access to and borrowing privileges for the Vera Bracken Library and the Brooks Campus Library                                         | POPA section 4(c) |
|                                        | Library Services                 | Ask a Librarian   | Electronic | IP Address, Phone Number (if accessed via text), any personal information shared during the course of the discussion with Library Help                                                                                                                                        | Students, Staff, Alumni, and Community Members who use the Ask a Librarian service. | To answer questions about the library and provide training and statistics for staff                                                             | POPA section 4(c) |
|                                        | Library Services                 | Fine Appeal       | Paper      | Name, Library Card Barcode, Email, Phone Number, Appeal Details                                                                                                                                                                                                               | Students, Staff, Alumni, and Community Members who appeal a library fine.           | To administer the appeal process, track reasons for fine appeals, and collect statistics                                                        | POPA section 4(c) |

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| <b>Library Services</b>            | Library Services             | Interlibrary Loans            | Electronic and Paper | Name, Library Card Barcode, Email, Phone, Any other information provided voluntarily                                                                                                         | Students, Staff, Alumni, and Community Members who use the interlibrary loan service.               | To track request for interlibrary loans for statistics and collection development                                                 | POPA section 4(c) |
|                                    | Library Services             | PaperCut                      | Electronic           | Name, Email                                                                                                                                                                                  | Alumni and Community Members to use the library printing services                                   | To track printing jobs and account funds                                                                                          | POPA section 4(c) |
| <b>Health and Safety</b>           | Health and Safety            | Incident Reports              | Electronic and Paper | Name(s), contact information (telephone number and email), medical/ injury information, incident details                                                                                     | Individuals involved in reported MHC Health and Safety Incidents                                    | To initiate and support incident investigations of near misses and incidents.                                                     | POPA section 4(c) |
|                                    | Health and Safety            | MHC Safe App                  | Electronic           | Name(s), email, phone number(s), emergency Contacts, Metadata, location if shared, details shared when reporting concerns.                                                                   | Individuals using the MHC Safe App for working alone or to report concerns.                         | To support the safety of college community members.                                                                               | POPA section 4(c) |
| <b>Policy &amp; Compliance</b>     | Information & Privacy Office | Access Requests               | Paper and Electronic | Names, Contact Information, Confirmation of Identification for individuals making access to information requests. Any information contained within records that are part of access requests. | Individuals making access requests and individuals named with records that have been requested.     | To facilitate access to information requests in compliance with the Alberta Access to Information Act                             | POPA section 4(c) |
|                                    | Information & Privacy Office | Assessments and Consultations | Electronic           | Names, Contact Information, and any information necessary to assess and information and privacy incident.                                                                                    | Individual's identified in information and privacy incidents                                        | To assess, mitigate, and report information and privacy incidents in compliance with POPA.                                        | POPA section 4(c) |
|                                    | Human Rights                 | Assessments and Consultations | Electronic           | Names, contact information, information related protected grounds necessary to undertake to human rights complaints or accommodations.                                                       | Individuals involved in human rights complaints or accommodations                                   | To facilitate the application of the Alberta Human Rights Act at MHC and to carry out any relevant investigations and assessments | POPA section 4(c) |
| <b>Registrar's Office</b> Advising |                              |                               |                      |                                                                                                                                                                                              |                                                                                                     |                                                                                                                                   |                   |
|                                    | Student Conduct Office       | Investigation Files           | Electronic and Paper | Name, email, phone number, student number, incident details, any remedies or sanctions, relevant academic information                                                                        | Individuals involved in non-academic or gender based/sexual violence incidents, including witnesses | To facilitate the review, investigation, and documentation of student non-academic and gender based/sexual violence incidents     | POPA section 4(c) |

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| <b>Registrar's Office</b>                       | Student Conduct Office      | CARE referrals         | Electronic and Paper | Name, email, contact number, other information shared through the submission form.                                                                                        | Individuals involved in the submission of a referral                                       | To facilitate the CARES program                                                                                      | POPA section 4(c) |
|                                                 | Student Services            | Accessibility Services | Electronic           | Diagnosis of disabling condition, support service requirements, appointments/correspondences regarding accommodation requirements, letters                                | Students who have requested accommodations                                                 | Confirmation of various accommodation requirements, records keeping.                                                 | POPA section 4(c) |
|                                                 | Student Services            | Residence              | Electronic           | Contact information, assignments, applications, financial information, emergency contacts                                                                                 | Student and members of the public who rent with MHC residence                              | The facilitation of MHC residence                                                                                    | POPA section 4(c) |
|                                                 | Student Awards              | Awards Database        | Electronic and Paper | Identification and contact information, academic standing, immigration information and status, financial profile, award criteria information, and funding request details | Students who have applied for scholarships, bursaries, emergency funding, or student loans | To assist students, assess eligibility for, and the administration of scholarships, bursaries, or emergency funding. | POPA section 4(c) |
| <b>School of Arts, Science, &amp; Education</b> | Administration              | Student Forms          | Electronic and Paper | Name, contact information, emergency contact information, locker sign out information, model release consent forms.                                                       | Students enrolled in courses or programs in Arts, Science, and Education                   | To facilitate and administer programs and courses within the School of Arts, Science, & Education                    | POPA section 4(c) |
|                                                 | Administration              | WIL Records            | Electronic           | student practicum information, placements, student criminal record checks, student work terms including wages, employer information and contacts.                         | Students completing practicums and work placements, and their employer's                   | To facilitate and administer WIL experiences and placements including assessing suitability.                         | POPA section 4(c) |
|                                                 | Administration              | PAC Information        | Electronic           | PAC member contact information, meeting minutes and attendance                                                                                                            | PAC members                                                                                | Recording keeping, verification, and contact for Program Advisory Committee members                                  | POPA section 4(c) |
|                                                 | Art & Design Administration | Art & Design Art Shows | Electronic           | Participating student information and contact, attendance information                                                                                                     | Participating students and attending community members                                     | Administration of the show                                                                                           | POPA section 4(c) |
| <b>School of Trades</b>                         |                             |                        |                      |                                                                                                                                                                           |                                                                                            |                                                                                                                      |                   |
| <b>School of Business</b>                       |                             |                        |                      |                                                                                                                                                                           |                                                                                            |                                                                                                                      |                   |

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| <b>Teaching and Learning</b>                                   | Program Excellence and Institutional Research (PEIR) | Course Evaluations                   | Electronic           | Enrolment information, course and instructor evaluations by students, open comments by students                                                                                                      | Students, Faculty                                        | To facilitate program quality assurance, course evaluation, faculty evaluation                                                                        | POPA section 4(c) |
|                                                                | PEIR                                                 | Survey Platforms                     | Electronic           | Survey data, program and graduation information, names                                                                                                                                               | Students, Alumni                                         | To facilitate institutional research and meet accreditation requirements                                                                              | POPA section 4(c) |
|                                                                | PEIR                                                 | Survey Rosters                       | Electronic           | Personal identifiers, including names, contact information, student number                                                                                                                           | Students, Alumni                                         | To connect survey responses to demographics to populate the data warehouse.                                                                           | POPA section 4(c) |
|                                                                | PEIR                                                 | Data Warehouse                       | Electronic           | student numbers, individual responses to survey questions and open comments (unredacted)                                                                                                             | Individuals who completed institutional research surveys | To facilitate the creation of aggregate data for analysis of institutional performance monitoring, planning, and improvement of programs and services | POPA section 4(c) |
|                                                                | PEIR                                                 | Respondent Data                      | Electronic           | names, contact information, student number, enrolment information, registration status.                                                                                                              | Applicants, Students, Alumni                             | To track and report student flow in and through programs and other institutions for planning and institutional performance monitoring                 | POPA section 4(c) |
| <b>Yuill School of Health &amp; Community Services (YSHCS)</b> | Administration                                       | Student Agreements, Forms, & Letters | Electronic and Paper | Name, contact information, emergency contact information, grades and academic information, program training requirements, model release and information consent forms, drivers licence               | Students enrolled in courses or programs in the YSHCS    | To facilitate and administer programs and courses, and meet accreditation requirements.                                                               | POPA section 4(c) |
|                                                                | Administration                                       | Student Files                        | Electronic           | Academic warnings, dismissals, certifications, first aid, vaccination records, attendance, clinical/practical evaluations, police information, vulnerable sector, and records checks, learning plans | Students enrolled in courses or programs in the YSHCS    | To facilitate and administer programs and courses, meet accreditation requirements, and monitor/assess student progress.                              | POPA section 4(c) |
|                                                                | Administration                                       | WIL Records                          | Electronic           | student placement information, vaccine records, record checks, employer information and student placement agreements.                                                                                | Students completing practicums and clinicals             | To facilitate and administer WIL experiences and placements including assessing suitability.                                                          | POPA section 4(c) |

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| <b>YSHCS</b>        | Administration         | PAC Information                                         | Electronic | PAC member contact information, meeting minutes and attendance                                                                                                                                                                                                                  | PAC members                                                           | Recording keeping, verification, and contact for Program Advisory Committee members        | POPA section 4(c) |
| <b>College Wide</b> | Used by multiple areas | Booking System                                          | Electronic | Name, Contact Information, Event Details, Payment Processing Information, any additional information relevant to the booking.                                                                                                                                                   | Individuals booking space with MHC                                    | The facilitation and administration of space management and internal and external bookings | POPA section 4(c) |
|                     | Used by multiple areas | Student Information System                              | Electronic | Name, personal contact information, education history, demographic information, identifiers, academic information, social insurance number                                                                                                                                      | Individuals who are applying to or current students of MHC            | To assess applications and maintain student records                                        | POPA section 4(c) |
|                     | Used by multiple areas | Cloud Information Storage (SharePoint, OneDrive, Teams) | Electronic | Departmental specific information that may include name, personal contact information, business contact information, college identifiers, externally provided identifiers, employment information, certifications, education history, training records, demographic information | Employees, Students, Individuals who have interacted with the college | To facilitate college work and departmental management.                                    | POPA section 4(c) |
|                     | Used by multiple areas | Blackboard                                              | Electronic | Names, grades, personal information contained within assignments                                                                                                                                                                                                                | Students                                                              | The administration of courses and programs                                                 | POPA section 4(c) |