



PROCEDURES FOR THE MANAGEMENT OF PERSONAL INFORMATION

**SCHEDULE “A” – UNIVERSITY PERSONAL INFORMATION
TYPES AND COLLECTION PURPOSES**

PURPOSE: The purpose of this Schedule is to set out **examples** of the types of Personal Information the University collects and the purposes for such collection.

Categories of Individuals	Personal Information Types	Collection Purposes
Students	<p>Identity-Related Information</p> <ul style="list-style-type: none"> • Name • Address • Telephone number(s) • Personal Education Number • Birth date • Gender <p>Related Academic Information</p> <ul style="list-style-type: none"> • Previous education • Programs of study • Performance information • Degrees, diplomas, and certificates obtained <p>Related Financial Information</p> <ul style="list-style-type: none"> • Charges • Payments <p>Related Fiscal Information</p> <ul style="list-style-type: none"> • Social Insurance Number • Tuition fees • Bursaries • Citizenship and immigration status <p>Related to responding to request for services</p> <ul style="list-style-type: none"> • Medical information 	<ul style="list-style-type: none"> • Confirmation of identity • Identification of university documents • Recruitment, admission, registration, reregistration and graduation • Provision of student awards and funding; • Recording academic progress and achievement • Issuance of transit and parking passes; • Provision of computing and e-mail accounts • Communication with students • Administration and operation of academic, library, athletic, recreational, residences, alumni and other university programs • Administration and management of the use of university information and communication systems • Assessment of fees • Assessment of medical premiums • Completion of taxation and tax deduction forms • Assessment of eligibility for TOEFL waiver • Management of the university’s financial affairs

		<ul style="list-style-type: none"> Responding to an emergency or urgent circumstance
Faculty and Staff	<p>Identity-Related Information</p> <ul style="list-style-type: none"> Name Address Telephone number(s) Birth date Gender Citizenship <p>Related Financial Information</p> <ul style="list-style-type: none"> Payments Donations <p>Related Fiscal Information</p> <ul style="list-style-type: none"> Social Insurance Number <p>Related Employment Equity Information</p> <ul style="list-style-type: none"> Disability status Aboriginal status Visible minority status <p>Related employment information</p> <ul style="list-style-type: none"> Employment history Credentials <p>Related to responding to request for services</p> <ul style="list-style-type: none"> Medical information 	<ul style="list-style-type: none"> Evaluating employment applications and making hiring decisions Administration of payroll and benefits; Evaluating performance for reappointment, tenure and promotion Issuing of parking passes Creation of computing and e-mail accounts Registration for recreational and other university services Conducting investigations and making disciplinary and termination decisions Complying with requirements of the Federal Contractors Program Administration and managing the use of university information and communication systems Disclosure for conflict of interest purposes
Donor and Alumni	<p>Identity-Related Information</p> <ul style="list-style-type: none"> Name, including spouse and children Family or marital status Address(es) Telephone number(s) Birth date, including spouse and children <p>Related financial information</p> <ul style="list-style-type: none"> Pledges and donations 	<ul style="list-style-type: none"> Recording and receipting donations; Fundraising Community relations Building relationships between the university and its constituencies, including engaging alumni.

<p>Donor and Alumni 'Continued'</p>	<ul style="list-style-type: none">• Personal financial history• Professional history <p>Related Alumni/Donor information</p> <ul style="list-style-type: none">• Involvement in events and activities <p>Related Alumni information provided by the alumni member as part of the online community</p> <ul style="list-style-type: none">• Hometown, interests, photograph, education and employment history	
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