

NIPISSING UNIVERSITY DIRECTORY OF RECORDS

PERSONAL INFORMATION BANKS

Personal Information Bank (PIB) - a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier.

ACADEMIC AND RESEARCH RECORDS AND DATABASE

Location: Vice-President-Academic & Research Office, Research Office, Dean's Offices

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Personal information on faculty and students that may include the following: name, address, home telephone number, date of birth, gender, employment history, academic credentials and evaluations.

Uses: Academic appointments, appeals, statistics; Research grant applications; Student ethics applications for course assignments, thesis.

Users: Vice-President, Academic & Research Office, Research Office, Dean's Offices

Individuals in Bank: Faculty and Students

Retention and Disposal: Minimum – one year retention Disposal - Destruction

ALUMNI AND FUND RAISING RECORDS AND DATABASE

Location: Office of University Advancement

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Benefactor database (alumni, corporations, individuals and foundations), donor files. Personal information may include the following: name, address, home telephone number, e-mail address, fax number, date of birth, gender, marital status; spouse information, chapter affiliation, address rules, employment information, academic information, relation information, student number, contact comments, awards, scholarships, bursaries, activities and events; Additional information includes copies of newspaper and magazine articles, event programs, photographs, invoices, and probated wills.

Uses: To maintain a record of alumni and donor or potential donor information including bequests for promotional activities, for marketing special events and for fundraising

Users: Offices of Alumni, Advancement, Fundraising, President
Individuals in Bank: Alumni and Donors

Retention and Disposal: Minimum – one year retention Disposal - Destruction

BOARD OF GOVERNORS RECORDS AND DATABASE

Location: Office of the President

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Board of Governors membership information such as name, phone address, business and telephone number, email, resumes; board and committee minutes and correspondence.

Uses: Contact Information for board and university related activities

Users: Offices of President, Vice-Presidents and University Advancement

Individuals in Bank: Past and present members of the Board of Governors

Retention and Disposal: Minimum – one year retention Disposal - Destruction

COUNSELING AND DISABILITY SERVICES RECORDS AND DATABASE

Location: Student Affairs – Counseling and Disability Services Department

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Student information for counseling and disability services: permanent home address and telephone number, medical information, tests, examination and assessments

Uses: Counseling and Disability Services

Users: Student Affairs – Counseling and Disability Services Department and other university departments on a need to know basis

Individuals in Bank: Students

Retention and Disposal: Minimum – one year retention Disposal - Destruction

FINANCIAL RECORDS AND DATABASE

Location: Vice-President, Finance and Administration and Finance Office

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Financial records such as budgets, accounts payable, accounts receivable, financial statements and reports, investment records, tax records, credit card transactions

Uses: Budget and investment planning, processing accounts payable and collecting account receivables, personal tax records,

Users: Vice-President, Finance and Administration, Finance Department and other university departments on a need to know basis

Individuals in Bank: Students, Faculty, Staff, Vendors

Retention and Disposal: Minimum – one year retention Disposal - Destruction

FINANCIAL AID, ONTARIO STUDENT ASSISTANCE PROGRAM, SCHOLARSHIP AND BURSARIES RECORDS AND DATABASE

Location: Financial Aid Office

Legal Authority of Collection: Nipissing University Act, 1992 and Ministry of Training, Colleges and Universities

Information Maintained: Student and parental information such as name, student ID number, Social Insurance Numbers, home address, home and business telephone numbers, financial information.....

Uses: Determine eligibility for Ontario Student Assistance Programs (OSAP) and Scholarship and Bursaries

Users: Financial Aid Office and Ministry of Training, Colleges and Universities and other university departments on a need to know basis

Individuals in Bank: Students and parent information

Retention and Disposal: Minimum – one year retention Disposal - Destruction

HUMAN RESOURCES RECORDS AND DATABASE

Location: Human Resources Department, Office of the Deans, Vice-Presidents

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Employee information such as name, spouse's name, children's names, home address, home telephone number, resume, benefit information, workload calculations, employee evaluations,

Uses: Human Resources Functions

Users: Employees in Human Resources, Deans and Vice-President's Offices

Individuals in Bank: Faculty and Staff

Retention and Disposal: Minimum – one year retention Disposal - Destruction

INFORMATION TECHNOLOGY RECORDS AND DATABASE

Location: Information Technology/Help Desk Department

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Faculty, Staff and Student identification photo/card database, information technology order tracking and help desk request records

Uses: Photos are used on identification cards that are used to access library, athletic centre, computer labs and other university related activities; help desk records are used to track and respond to information technology inquiries

Users: Information Technology Department, Residence, Faculty of Education Department and other university departments on a need to know basis

Individuals in Bank: Faculty, Staff and Students

Retention and Disposal: Minimum – one year retention Disposal – Destruction

LIBRARY RECORDS AND DATABASE

Location: Library

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Faculty, Staff and Student library loan records

Uses: Circulation records to track due dates of books, statistics reports and planning purposes

Users: Library staff

Retention and Disposal: Minimum – one year retention Disposal – Destruction

PRACTICE TEACHING RECORDS AND DATABASE

Location: Dean of Education and Practice Teaching Department

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Student information for Practice Teaching Placement, Board Contact Information, permanent home address and telephone number, placement comments

Uses: Placement, Contact Information

Users: Practice Teaching and Dean of Education Departments
Individuals in Bank: Past and Current Faculty of Education students, Faculty Advisors

Retention and Disposal: Minimum – one year retention Disposal - Destruction

RESIDENCE AND CONFERENCE SERVICES RECORDS AND DATABASE

Location: Student Residences

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Student information such as name, student ID number, home address and telephone number, date of birth, emergency contact information, room and telephone extension assignment, room-mate compatibility questionnaire, student photographs; security logs, incident reports and video surveillance tapes; student employment applications, conference accommodation registration, credit card information and transactions.

Uses: Room assignment, emergency contact information, promoting residence programs, disciplinary notices, summer conference registration

Users: Residence and Conference Services staff and other departments on a need to know basis

Individuals in Bank: Residence Students and Summer Conference Registrants

Retention and Disposal: Minimum – one year retention Disposal - Destruction

STUDENT RECORDS AND DATABASE

Location: Office of the Registrar, Student Affairs and other Academic Departments

Legal Authority of Collection: Nipissing University Act, 1992

Information Maintained: Student information such as name, student ID number, Social Insurance Number, home address, home and business telephone numbers, admissions information and transcripts, grades, reference checks and letters, graduation information, recommendations, academic advising notes, degree audits, overload requests, health and medical notes, counseling, student resumes

Uses: Student admission, registration, academic and personal counseling, student employment

Users: Registrar, Deans, Financial Aid, Finance, Student Affairs, Academic Advising, Counseling, Student Placement and other university departments on a need to know basis

Individuals in Bank: Students

Retention and Disposal: Minimum – one year retention Disposal - Destruction

COMMON RECORDS

Common Record (CR) - a personal information bank that is common to more than one department.

Appointment Calendars
Exams – Current and Past
Student Employment Files and Records
University Department Files
University Committee Minutes

PUBLIC RECORDS/MANUALS

Public Record (PR) - a record containing personal information that is available to all members of the public on an equal basis. Manuals designated under FIPPA to be accessible to the public/reading room

Administrative Policies and Procedures Manual
Emergency Preparedness Plan
Telephone and Voice-Mail Instructions
Acceptable Computer Use Policy

GENERAL RECORDS

General Record (GR) - any record not considered to be a personal information bank or a public record, but are unique to the function of the organization.

Academic Course Calendar
Academic Planning Committee Files and Records
Animal Care Committee Files and Records
Art Collection Files and Records
Auditors Files and Records
Classroom Technology Inventory Records
Collective Agreements
Computer/Laptop/Lab Software Inventory Records
Contracts and Agreements
Copyright Files and Records
Corporate Credit Card Information/Applications
Council of Ontario Universities Files and Records
Department Meeting Minutes
Faculty Publications
Freedom of Information and Protection of Privacy Policies
Funding and Grant Allocation Reports and Files
Insurance Policies and Files
Investment Files and Records
Liquor License Files and Records
Native Classroom Assistant Program Files and Records
Native Teacher Certification Program Files and Records
Nursing Program Files and Records

Operating Budget
Pension and Benefit Committee Files and Records
Physical Plant Files and Records: floor plans, office and space inventories, allocation of key inventory, housekeeping/maintenance logs
Photocopy Usage and Allocation Files
Senate Committee Files and Records
Strategic Research Plan
Student Employment Statistics
Tender and Proposal Files and Records
Undergraduate Program Reviews Audit Committee Files and Records
University Curriculum Files and Records
University Research Council Files and Records
University Telephone Directory

READING ROOM

Nipissing University's reading room is located in the Education Centre Library. Members of the public, faculty, staff and students will be able to access the following collection of policies and procedures in this reading room.

Nipissing University Administrative Policies and Procedures

Collective Agreements

Academic Calendar

Current Operating Budget

Current Financial Statement

Student Services Policies

Human Resources Policies