

Pursuant to
Freedom of Information and Protection of Privacy Act, [\(s.45\)](#)
McMaster University has made available the following index
of
Personal Information Banks

Academic Integrity Office

Name: Academic Dishonesty Records

Location: Academic Integrity Office

Legal Authority: McMaster University Act 1976

Information Held: Student's name, address, gender, McMaster ID number, e-mail address and what faculty they are registered in - the date the case was reported - the name, address, extension # and e-mail address of the instructor who reported the case - the name of the Faculty Adjudicator who heard the case (if it went to a hearing), if it was an appeal (and the result) - the course the student was enrolled in, the type of assignment cheated upon, the date of the offence, the type of offence and the penalty assigned

Purpose: To keep a record of all academic dishonesty offences - and to create the Academic Integrity Office's annual report.

Users: The Academic Integrity Office

Individuals in Bank: Students, instructors and Faculty Adjudicators

Retention and Disposal: Kept indefinitely

Contact Person: Academic Integrity Officer

Administration

Office of the President

Name: Senior Personnel Files

Location: Office of the President

Legal Authority: McMaster University Act 1976

Information Held: name; gender; home address; home telephone number; education history; employment type; performance appraisals; pay information

Purpose: Administer employment relationship

Users: Office of the President

Individuals in Bank: University Vice-Presidents; University Secretary; Director, Human Rights & Equity Services

Retention and Disposal: Kept indefinitely

Contact Person: Office of the President

Name: Staff Personnel Files

Location: Office of the President

Legal Authority: McMaster University Act 1976

Information Held: name; home address; home telephone number; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information

Purpose: Administer employment relationship

Users: Office of the President

Individuals in Bank: Office of the President Staff

Retention and Disposal: Kept indefinitely

Contact Person: Office of the President

Name: Chancellor Files

Location: Office of the President

Legal Authority: McMaster University Act 1976

Information Held: name; home address; business address; name of spouse; home telephone number; business telephone number; email address; fax number

Purpose: For administrative support; historical purposes

Users: Office of the President

Individuals in Bank: Chancellor

Retention and Disposal: Kept indefinitely

Contact Person: Office of the President

Name: President's Awards for Student Leadership File

Location: Office of the President

Legal Authority: McMaster University Act 1976

Information Held: name; university address; home address; email address; resume

Purpose: Informing of Award Recipient; record keeping

Users: Office of the President; Student Affairs; Public Relations; Office of the Registrar

Individuals in Bank: Award Recipients

Retention and Disposal: Kept indefinitely

Contact Person: Office of the President; Student Affairs

Office of the Vice-President (Administration)

Name: Crisis Response Plan - Crisis Management Group (CMG) - Crisis Notification List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; pager; home fax number; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants; Security Department

Individuals in Bank: Members and Alternate Members of CMG

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Senior Management Team (SMT)

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; department; university extension; home phone; cell phone; alternate phones; home fax number; e-mail address

Purpose: For use in times of crisis/ emergency

Users: SMT members; SMT members' assistants; CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants; Security Department

Individuals in Bank: Senior Management Team

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Assistant Vice-President (Human Resources) Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants;
Security Department

Individuals in Bank: Senior Level Direct Reports to Assistant Vice-President (Human Resources)

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Associate Vice-President (Academic) Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants;
Security Department

Individuals in Bank: Emergency Contacts for Associate Vice-President (Academic)

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Associate Vice-President (Student Affairs) and Dean of Students Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; home address; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants;
Security Department

Individuals in Bank: Emergency Contacts for Associate Vice-President (Student Affairs) and Dean of Students

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Vice-President (Administration) Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; home fax number; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants; Security Department

Individuals in Bank: Emergency Contacts for Vice-President (Administration)

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Security Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants; Security Department

Individuals in Bank: Emergency Contacts for Security

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Physical Plant Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants; Security Department

Individuals in Bank: Emergency Contacts for Physical Plant

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Environmental and Occupational Health Support Services Contact List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants;
Security Department

Individuals in Bank: Emergency Contact for Environmental and Occupational Health Support Services

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Name: Crisis Response Plan - Crisis Management Group (CMG) - Advisory & Support Team Crisis Notification List

Location: Office of Vice-President (Administration)

Legal Authority: McMaster University Act 1976

Information Held: Name; position; university extension; home phone; cell phone; alternate phones; e-mail address

Purpose: For use in times of crisis/ emergency

Users: CMG members; CMG members' assistants; CMG Alternate Members; CMG Alternate Members' assistants;
Security Department

Individuals in Bank: Members of CMG Advisory & Support Team

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant, Office of Vice-President (Administration)

Financial Services

Name: Student Financial Information

Location: Student Accounts and Cashiers (GH 209)

Legal Authority: McMaster University Act 1976

Information Held: Name; address; telephone number; email address; amounts charged, payments made, balances
owing

Purpose: Maintain record of financial dealings with university wrt to charges put on 'student account' section of SIS
database

Users: Staff in Student Accounts and Cashiers, and Collection agency if accounts are sent to them

Individuals in Bank: Students who are registered at McMaster

Retention and Disposal: not less than 7 years

Contact Person: Manager, Student Accounts

Name: Student University Health Insurance Plan (UHIP) Information

Location: International Student Services (GH 104)

Legal Authority: McMaster University Act 1976

Information Held: Dependent information (name, date of birth, gender, relationship to insured, in-school status [children only], coverage effective dates, Canadian arrival and departure dates); coverage effective dates for insured student, coverage type (single, couple, family), cost of insurance, refund and exemption dates and reasons, remittances (payments to insurer) and refunds (rebates from insurer) on behalf of insured students

Purpose: Maintain information necessary to establish insurance coverage for all McMaster students who require coverage under UHIP and to administer said coverage.

Users: Administrative staff in International Student Services, Student Accounts and Cashiers.

Individuals in Bank: International students who are registered at McMaster and do not have health insurance coverage (e.g. OHIP, coverage under spouse or family member, other institutional agreements).

Retention and Disposal: not less than 7 years

Contact Person: Manager, International Student Services

Name: Staff (University wide) Payroll Information

Location: Payroll Department (DTC)

Legal Authority: McMaster University Act 1976

Information Held: Name; address; telephone number; email address; payroll details as generated by the information administered by Human Resources, banking information, garnishee, savings information (credit union)

Purpose: Maintain record of employee payments and status, info shared with HR

Users: Payroll staff and managers

Individuals in Bank: Employees and independent contractors, and recipients of honorariums

Retention and Disposal: not less than 7 years, and as per CRA guidelines

Contact Person: Manager, Payroll

Name: Staff (department) Personnel Files

Location: Financial Services (DTC)

Legal Authority: McMaster University Act 1976

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Mgrs and Supervisors in Financial Services
Individuals in Bank: All Financial Services staff
Retention and Disposal: To be determined
Contact Person: Director, Finance

Parking Services

Name: Parking Application Files-paper & electronic

Location: Parking Office

Legal Authority: McMaster University Act 1976

Information Held: Salutation, Name, McMaster ID, Mohawk ID, student status and/or faculty, email address, campus residence and extension, home address & phone number, local address & phone number, vehicle licence plate, vehicle make & model, registered owner of the vehicle, payment history including receipt numbers, records of communication including phone, email and on-line updates

Purpose: To manage parking permit allocation & payments

Users: Parking Office Staff

Individuals in Bank: Students, Faculty & Staff who apply for parking permits

Retention and Disposal: In theory indefinite; In practice 7 years - Confidential Burn and/or electronic wiping

Contact Person: Director, Security & Parking Services

Name: Parking Violation Files-electronic

Location: Parking Office

Legal Authority: McMaster University Act 1976

Information Held: Vehicle make & model, licence plate, photos of violation, parking application account number, violation history, payment history

Purpose: To manage vehicle violation tags & collections

Users: Parking Office and Enforcement staff

Individuals in Bank: Students, Faculty, Staff & visitors who have received Parking Violation citations

Retention and Disposal: In theory indefinite; In practice 7 years Electronic wiping

Contact Person: Director, Security & Parking Services

Name: Parking Payment records-paper

Location: Parking Office

Legal Authority: McMaster University Act 1976

Information Held: Receipt number, Parking application account number and/or parking violation tag number

Purpose: Financial transaction backups

Users: Parking Office Staff

Individuals in Bank: Students, Faculty, Staff & visitors who have made parking payments (not daily parking)

Retention and Disposal: McMaster Policy (7 years) Confidential Burn

Contact Person: Director, Security & Parking Services

Name: Parking Appeals Files-paper

Location: Parking Office

Legal Authority: McMaster University Act 1976

Information Held: Parking Application information, Parking Appeals information, Parking Violation information, statements and investigation information.

Purpose: To manage VT appeal process and provide information to the Presidents' Advisory Parking Appeals Committee

Users: President's Advisory Committee, Chair of Appeals Committee, Parking Office staff

Individuals in Bank: Students, Faculty, Staff & visitors who have received Parking Violation citations and appealed.

Retention and Disposal: Once appeal process is exhausted (may be up to 2 years) Confidential Burn

Contact Person: Director, Security & Parking Services

Name: Parking Suspension Files-paper

Location: Parking Office

Legal Authority: McMaster University Act 1976

Information Held: Parking Application information, Parking Violation information, statements and investigation information.

Purpose: To track repeat offenders who are no longer welcome to Park at McMaster

Users: Parking Office and Enforcement staff

Individuals in Bank: Students, Faculty, Staff & visitors who have received numerous Parking Violation citations and been deemed nuisance vehicles at McMaster

Retention and Disposal: In theory indefinite; In practice 7 years Confidential Burn

Contact Person: Director, Security & Parking Services

Purchasing

Name: Corporate Credit Card - Cardholder Lists

Location: Accounts Payable

Legal Authority: McMaster University Act 1976

Information Held: Cardholder Name; Card numbers; Date joined, expiry

Purpose: Information is provided by credit card company and required for tracking, cancelling, managing the corporate credit card programs.

Users: Corporate Card program administrator; ie. Manager, Accounts Payable

Individuals in Bank: University travellers

Retention and Disposal: Updated monthly

Contact Person: Terri Wetton, Manager, Accounts Payable, x. 24942

Advancement

Name: Alumni, Donors & Friends Database

Location: Advancement Services

Legal Authority: McMaster University Act 1976

Information Held: Name; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; birth date. **May or may not contain:** gender; marital/family status; spouse's name; children's names; date of death; degrees or certifications held; grad year, degree, faculty and program of graduation or study; donation records; donation history; relationships to other alumni/donors; correspondence; meeting/call notes; Alumni legacy system identification number; mailing and communication preferences; correspondence, athletic participation; event attendance; privately funded scholarships and/or awards received; curriculum vitae, photos; Gift agreements; Pledge and tax receipt information

Purpose: To develop and cultivate support for the University and to maintain ongoing relationships with alumni, supporters and friends of the University.

Users: University Advancement Staff, University President.

Individuals in Bank: Alumni; donors; Friends of the University; faculty; staff; parents;

Retention and Disposal: Active donor and Alumni files retained indefinitely. All records with contact reports kept indefinitely.

Contact Person: VP Advancement, AVP, Directors, Managers and Supervisors of specific areas

Name: Back up Donor Files

Location: Advancement Services

Legal Authority: McMaster University Act 1976

Information Held: Pledge information, tax receipts

Purpose: As required by CRA's retention policy

Users: University Advancement

Individuals in Bank: Donors

Retention and Disposal: Seven years

Contact Person: VP Advancement, AVP, Directors, Managers and Supervisors of specific areas

BUSINESS SCHOOL

Dean's Office

Name: Data base of Invigilators

Location: DSB - 239 Dean's Area

Legal Authority: McMaster University Act 1976

Information Held: Name, address, telephone or contact numbers, SIN, other information

Purpose: Data base used to select and then pay Invigilators as required

Users: Dean's Office and DeGroot School of Business Area Administrators

Individuals in Bank: Invigilators

Retention and Disposal: updated annually and kept indefinitely

Contact Person: Business Administrator

Name: Staff Personnel files

Location: Dean's Office

Legal Authority: McMaster University Act 1976

Information Held: Name, home address, home telephone number, home email address, gender, date of birth, employee number, education history, employment type, performance appraisals, pay information, union affiliation

Purpose: Administer employment relationship
Users: Dean's Office
Individuals in Bank: All DeGroote School of Business Staff
Retention and Disposal: kept indefinitely
Contact Person: Business Administrator and Director Administration

Name: Faculty Personnel files
Location: Dean's Office
Legal Authority: McMaster University Act 1976
Information Held: Name, home address, home telephone number, home email address, gender, date of birth, employee number, education history, employment type, performance appraisals, pay information, union affiliation, research leave information, tenure and promotion information, other information pertaining to their employment at the University
Purpose: Administer employment relationship, CPM and tenure and promotion
Users: Dean's Office
Individuals in Bank: All DeGroote School of Business Faculty, CLA's, Sessional Lecturers, Post-Doctoral Fellows
Retention and Disposal: kept indefinitely
Contact Person: Executive Officer and Director Administration

Name: SBIS / ATS Star System
Location: Dean's Office, and area Chairs
Legal Authority: McMaster University Act 1976
Information Held: Name, home address, home telephone number, home email address, gender, date of birth, employee number, education history, employment type, performance appraisals, pay information, CV information, annual activity reporting
Purpose: Used by faculty Chairs, Dean and Associate Dean, Exec. Officer for annual activity tracking, CPM and tenure and promotion
Users: Dean, Assoc. Dean, Chair, Business Administrator, Executive Officer.
Individuals in Bank: All DeGroote School of Business Faculty
Retention and Disposal: kept indefinitely
Contact Person: Business Administrator

Name: Grievance Files - Faculty
Location: Dean's Office
Legal Authority: McMaster University Act 1976

Information Held: Name, department, address, telephone number, email address, nature of complaint, date of complaint, evidence submitted by complainant and respondent, determination.

Purpose: Maintain record of grievances

Users: Dean, Exec. Officer, Director Administration, Business Administrator

Individuals in Bank: Individuals who have filed a grievance

Retention and Disposal: kept indefinitely

Contact Person: Business Administrator

Name: Greivance Files - Staff

Location: Dean's Office

Legal Authority: McMaster University Act 1976

Information Held: Name, department, address, telephone number, email address, nature of complaint, date of complaint, evidence submitted by complainant and respondent, determination.

Purpose: Maintain record of grievances

Users: Dean, Exec. Officer, Director Administration, Business Administrator

Individuals in Bank: Individuals who have filed a grievance

Retention and Disposal: kept indefinitely

Contact Person: Business Administrator

Name: Business Advisory Council Contact List

Location: Dean's Office DSB

Legal Authority: McMaster University Act 1976

Information Held: Name; either a) home address; home telephone number; home fax number; home email address; or b) business address; business telephone number; business fax number; business email address;

Purpose: notification of meetings and events; distribution of information

Users: External Relations, Dean's Office

Individuals in Bank: Members of Advisory Council

Retention and Disposal: kept indefinitely

Contact Person: Executive Officer

Name: Faculty Administrative Appointments List

Location: Dean's Office DSB

Legal Authority: McMaster University Act 1976

Information Held: Name; rank, administrative role, term, stipend, course relief

Purpose: To track details surrounding our faculty administrative appointments

Users: Dean's Office

Individuals in Bank: Faculty Members with Administrative Appointments

Retention and Disposal: On-going and updated as terms turn over

Contact Person: Executive Officer

Name: Faculty Committee Lists

Location: Dean's Office DSB, Secretariat

Legal Authority: McMaster University Act 1976

Information Held: Committee Name; Committee Members Names, term of appointment/election

Purpose: To track terms of committee appointments within School and University

Users: Dean's Office, Secretariat

Individuals in Bank: Faculty Members with Committee Appointments or Elected to Faculty/University Committees

Retention and Disposal: On-going and updated as terms turn over

Contact Person: Administrative Assistant

Name: Applications

Location: Dean's Office DSB

Legal Authority: McMaster University Act 1976

Information Held: Name, home address, home telephone number, home email address, gender, date of birth, employee number, education history, employment type, performance appraisals, pay information, union affiliation

Purpose: Candidates for vacant positions

Users: Dean's Office and Department Manager of vacant position

Individuals in Bank: Applicants to vacant Faculty or Staff positions

Retention and Disposal: 2 years

Contact Person: Business Administrator

Name: DeGroote Mentor Program

Location: CBCD - DSB 112

Legal Authority: McMaster University Act 1976

Information Held: Name; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; resume; mentor application

Purpose: Voluntary program matching alumni/ mentors with MBA/Commerce students

Users: CBCD

Individuals in Bank: Alumni and other business professionals interested in volunteering their time in this mentor program

Retention and Disposal: kept indefinitely but request updates for opt-outs each year

Contact Person: Gloria DiDiodato

Name: OSCAR - Online Student Career and Recruitment

Location: Central Career Services

Legal Authority: McMaster University Act 1976

Information Held: Name; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; resume; mentor application

Purpose: Online student information for career centres to support their career development and job search

Users: Central Career Services, CBCD, Engineering Co-op and Career Services, Social Sciences Career Services and Science Co-op and Career Services

Individuals in Bank: Current students at McMaster

Retention and Disposal: While students are currently registered at McMaster - removed in August post-graduation

Contact Person: Gisela Oliviera, Anne Galindo, Anna Neale

Name: Student Files

Location: CBCD

Legal Authority: McMaster University Act 1976

Information Held: Name; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; resume; performance evaluations; VISA applications (with passport information)

Purpose: Student files for purposes of Co-op Program and CIP Program

Users: CBCD members

Individuals in Bank: MBA prospective students (candidates for Co-op), MBA Co-op students, Commerce Internship students

Retention and Disposal: manual files retained for 7 years

Contact Person: Jennifer McCleary

Name: Annual Graduate Directory

Location: CBCD

Legal Authority: McMaster University Act 1976

Information Held: Resume; home address; home email address; home phone number;

Purpose: Online marketing tool for graduating MBA students

Users: CBCD members

Individuals in Bank: Graduating FT and Co-op students

Retention and Disposal: One year (and then replaced with new graduating class in July)

Contact Person: Anne Galindo

Name: Media Contact List

Location: External Relations

Legal Authority: Public Information

Information Held: Media outlet; reporter's name, title, beat; phone number(s); email address(es);

Purpose: For distributing media releases and pitches

Users: External Relations

Individuals in Bank: Reporters and producers

Retention and Disposal: Kept indefinitely

Contact Person: Communications Officer

Name: DeGroote School of Business photos

Location: External Relations

Legal Authority: McMaster University Act (1976)

Information Held: Photos of people, events at DeGroote

Purpose: For publications, media articles, media requests

Users: External Relations; Office of Public Relations;

Individuals in Bank: Students, staff, faculty, administration, alumni, external stakeholders

Retention and Disposal: Kept indefinitely

Contact Person: Communications Officer

Name: Potential honorary degree nominations

Location: External Relations

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; education history; employment history; letters of support

Purpose: Nomination of honorary degree recipients

Users: External Relations, Dean's Office, University Secretariat

Individuals in Bank: Honorary degree nominees

Retention and Disposal: Kept indefinitely
Contact Person: Communications Officer

Name: Alumni Event-Evening of Accolades registration list
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, title, company, email address, credit card # and expiry date, Advance ID #
Purpose: Confirming registration for DeGroot events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroot School of Business
Individuals in Bank: DeGroot alumni, McMaster alumni, DeGroot faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: Alumni Event-HSM Alumni Dinner registration list
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, title, company, email address, credit card # and expiry date, Advance ID #
Purpose: Confirming registration for DeGroot events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroot School of Business
Individuals in Bank: DeGroot alumni, McMaster alumni, DeGroot faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: Alumni Event-Alumni Weekend Class Reunions registration list
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, title, company, email address, credit card # and expiry date, Advance ID #
Purpose: Confirming registration for DeGroot events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroot School of Business
Individuals in Bank: DeGroot alumni, McMaster alumni, DeGroot faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: Alumni Event-Alumni Golf Tournament registration list
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, title, company, email address, credit card # and expiry date, Advance ID #
Purpose: Confirming registration for DeGroot events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroot School of Business
Individuals in Bank: DeGroot alumni, McMaster alumni, DeGroot faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: Alumni Event Planning Committees
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, title, company, business phone, home phone, email address
Purpose: Co-ordinating meetings, provide agendas and meeting minutes.
Users: Alumni Officer, External Relations, DeGroot School of Business
Individuals in Bank: DeGroot alumni volunteers
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: DeGroot Business Advisory Council, Financial Sustainability Committee
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, title, company, business phone, home phone, email address
Purpose: Co-ordinating meetings, provide agendas and meeting minutes.
Users: Alumni Officer, External Relations, DeGroot School of Business
Individuals in Bank: DeGroot alumni and other community volunteers
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: Financial Times MBA Survey
Location: DeGroot School of Business, External Relations
Legal Authority: McMaster University Act (1976)
Information Held: Name, email address, part-time vs. full-time student status

Purpose: Advising of Financial Times survey; confirming email address; confirming permission to release email address to Financial Times.

Users: Alumni Officer, External Relations, DeGroot School of Business

Individuals in Bank: DeGroot MBA alumni who have graduated three years prior to survey year

Retention and Disposal: Kept indefinitely

Contact Person: Alumni Officer, External Relations, DeGroot School of Business

Name: Teaching Assistants

Location: DSB/239

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Phone #, email address, S.I.N., Student #

Purpose: Payroll

Users: Dean's Office, Grad Studies, Payroll

Individuals in Bank: T.A.s

Retention and Disposal: Kept indefinitely

Contact Person: Sandra Stephens

Name: MBA Applications

Location: APO

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, phone number, email, dob, SIN, reference letters, immigration status, test scores, transcripts.

Purpose: Admission review and adjudication

Users: Co-ordinator, Recruitment, Admissions; CBCD interviewers; Associate Dean; Dean, Recruitment Administrators, Director MBA Program, MBA Programs Assistant.

Individuals in Bank: Applicants

Retention and Disposal: Two years

Contact Person: Doug Green, Manager, MBA

Name: MBA In-Course Student Files

Location: APO

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, phone number, email, dob, SIN, reference letters, immigration status, test scores, transcripts, grades, Specializations, medical notes, personal correspondence.

Purpose: Individual student tracking and referral.

Users: All APO-MBA staff.

Individuals in Bank: Registered students

Retention and Disposal: 6 months post-Convocation, then to Registrar's Office.

Contact Person: Doug Green, Manager, MBA

Name: PhD students

Location: DSB 428

Legal Authority: McMaster University Act (1976)

Information Held: Citizenship, address, phone, emergency contacts, duration in program, milestones passed, thesis title, scholarships awarded

Purpose: a central, electronic location for student information

Users: Admin Co-ordinator.

Individuals in Bank: Current PhD students

Retention and Disposal: start date to convocation

Contact Person: Carolyn Colwell

Name: PhD grads

Location: DSB 428

Legal Authority: McMaster University Act (1976)

Information Held: Current location of grads, contact information, year graduated, supervisors

Purpose: a central, electronic location for student information

Users: Admin Co-ordinator.

Individuals in Bank: PhD graduates

Retention and Disposal: on-going

Contact Person: Carolyn Colwell

Name: Research Database

Location: Fac of Business, McMaster University

Legal Authority: McMaster University Act (1976)

Information Held: Names of researchers, (not contact info) and general research journals

Purpose: To keep a database of research journals for interest and to pass info along to students

Users: Ruth Sutherland, Dean Mountain

Individuals in Bank: Energy Journal titles

Retention and Disposal: 2 years

Contact Person: Ruth Sutherland Fac of Business, McMaster University, DSB - 243 Hamilton ON ext 24695

Name: Author Database

Location: Fac of Business, McMaster University

Legal Authority: McMaster University Act (1976)

Information Held: Names and contact info of Authors submitting articles to Energy Studies Review for possible publication

Purpose: database of authors who are submitting articles to Energy Studies Review for possible publication

Users: Ruth Sutherland, Dean Mountain

Individuals in Bank: Manuscript authors

Retention and Disposal: 4 years

Contact Person: Ruth Sutherland Fac of Business, McMaster University, DSB - 243 Hamilton ON ext 24695

Name: CPRS Member Listing

Location: MCM Office, DSB A106

Legal Authority: McMaster University Act (1976)

Information Held: Member Name, Title, Organization Name and Address, email Address

Purpose: to update members are various Public Relations Events in Canada & our Program Information

Users: Joanne Robinson and Terence (Terry) Flynn, Assistant Professor and Director

Individuals in Bank: Members approx. 500

Retention and Disposal: Indefinitely unless member changes contact information which they do personally

Contact Person: Joanne Robinson

Name: Exams

Location: Storage room (DSB/329)

Legal Authority: McMaster University Act (1976)

Information Held: completed examinations

Purpose: to review or referred to if req'd

Users: faculty, students

Individuals in Bank:

Retention and Disposal: 1 yr after the end of academic year

Contact Person: Alicja Siek, DSB/303, Ext. 24630

Name: Current faculty files
Location: Office (DSB/303)
Legal Authority: McMaster University Act (1976)
Information Held: CV, teaching evaluation, T&P files
Purpose: to review or referred to if req'd
Users: Area Admin Assist
Individuals in Bank: Current Faculty
Retention and Disposal: ongoing
Contact Person: Alicja Siek, DSB/303, Ext. 24630

Name: Past faculty files
Location: Storage room DSB/303
Legal Authority: McMaster University Act (1976)
Information Held: CV, teaching evaluation, T&P files
Purpose: to review or referred to if req'd
Users: Area Admin Assist
Individuals in Bank: Past Faculty
Retention and Disposal: ongoing
Contact Person: Alicja Siek, DSB/303, Ext. 24630

Name: Faculty Monthly Financial Statements
Location: Storage room (DSB/329)and Office DSB/303
Legal Authority: McMaster University Act (1976)
Information Held: faculty name, account number, grant amount, grant sponsor
Purpose: to review or referred to if req'd
Users: Individual faculty and/or area administrators
Individuals in Bank: Faculty
Retention and Disposal: 7 years
Contact Person: Alicja Siek, DSB/303, Ext. 24630

Name: Part Tim/Casual payroll information
Location: Office DSB/303
Legal Authority: McMaster University Act (1976)

Information Held: name, SIN, DOB, address, phone no, employee/student no/ account no that payroll is charged to

Purpose: to review or referred to if req'd

Users: Area Admin Assist

Individuals in Bank: part-time and casual employees

Retention and Disposal: 7 years

Contact Person: Alicja Siek, DSB/303, Ext. 24630

Name: Invigilators

Location: Office DSB/403

Legal Authority: McMaster University Act (1976)

Information Held: Name, Gender, DOB, Address..permanent and temporary, Phone Number, Student Number if applicable, email address, Year and program of studies if applicable, McMaster Employee Number, Status in Canada, Social Insurance Number, hours worked and for whom, rate of pay, and Area account charged

Purpose: Information required for set-up on Payroll. Invigilators employed for Commerce Undergrad and MBA mid-term exams and also MBA final exams. Also, hours worked by each individual are kept track of for submission to Executive Officer, in the Dean's Area, as requested.

Users: 1. Administrative Assistants: Vicki Cometto DSB/403; Alicja Siek DSB/303; Patti Weibe DSB/202 2. PAYROLL DEPT.

Individuals in Bank: Individuals who have completed an Application Form for Invigilating and meet the requirements to work in Canada.

Retention and Disposal: One school year

Contact Person: Vicki Cometto, Administrative Assistant, HR&M, Operations Management, and Information Systems Areas

Name: Research Assistants for HR&M, Operations Management, and Information Systems Areas

Location: Office DSB/403

Legal Authority: McMaster University Act (1976)

Information Held: Name, Gender, DOB, Address, Phone Number, Student Number if applicable, Year and program of studies if applicable, McMaster Employee Number, and Social Insurance Number. Invoice indicating reason for payment, hours of payment, rate of pay, and research account charged.

Purpose: Information required for set-up on Payroll, if not already on the system. Individual names and hours worked are required for reports completed Executive Office in the Dean's office.

Users: 1. PAYROLL DEPT. 2. Professor 3. Admin. Assist.

Individuals in Bank: Individuals who have been hired by a professor to assist with their research.

Retention and Disposal: Years specified by University.

Contact Person: Vicki Cometto, Administrative Assistant, HR&M, Operations Management, and Information Systems Areas

Name: Operations Management, and Information Systems Area Faculty Files

Location: Office DSB/403

Legal Authority: McMaster University Act (1976)

Information Held: Individual files containing personal information regarding a faculty member and his/her position. E.g. Teaching evaluations, research leave requests, tenure and promotion information, etc.

Purpose: For use by Area Chair.

Users: 1. Area Chair 2. Admin. Assist.

Individuals in Bank: Faculty members.

Retention and Disposal: Years specified by University.

Contact Person: Area Chair

Name: Research Grant Account Summaries for Operations Management & Information Systems Areas

Location: Office DSB/403

Legal Authority: McMaster University Act (1976)

Information Held: Name of professor, research accounts held, grant amount, start date and end date

Purpose: For use by Area Chair and Administrative Assistant.

Users: 1. Area Chair 2. Admin. Assist.

Individuals in Bank: Current Faculty members.

Retention and Disposal: Years specified by University.

Contact Person: Area Chair or Vicki Cometto, Administrative Assistant, HR&M, Operations Management, and Information Systems Areas

Name: Invigilator information

Location: Office DSB/203

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Phone numbers, e-mail address, birth date, employee number, SIN number, student number, current school year and level, status in Canada, relevant invigilation experience

Purpose: hiring for invigilation and payroll set-up

Users: Area Administrative Assistants in the School of Business

Individuals in Bank: People who agree to invigilate

Retention and Disposal: One school year

Contact Person: Patti Wiebe

Name: Payroll Information

Location: Office DSB/203

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Phone numbers, e-mail address, birth date, employee number, SIN number, student number, current school year and level, status in Canada, relevant invigilation experience, hours worked, hourly wage, total pay for each period, invoices if any, employee number, SIN number,

Purpose: To facilitate payment and keep record of payment of work done

Users: Area Administrative Assistants in the School of Business

Individuals in Bank: Research Assistants, casual and part-time workers

Retention and Disposal: indefinite

Contact Person: Patti Wiebe

Name: Professor's files

Location: Office DSB/203

Legal Authority: McMaster University Act (1976)

Information Held: Professor's personal information: teaching evaluations, tenure and promotion materials, research information

Purpose: For use by Area Chair

Users: Area Chair and Admin. Assistant

Individuals in Bank: Professors in Strategic market Leadership and Health Services Management Area

Retention and Disposal: indefinite

Contact Person: Patti Wiebe

Name: Synergy Business Camp

Location: DSB 228

Legal Authority: McMaster University Act (1976)

Information Held: Applicant information including: Name, Gender, DOB, School, Phone, Address, E-mail, Grade information, Parent contact name, address, phone, e-mail, Emergency contact name, address, phone. Health Information including: Physician, Physicians address, phone. Applicants Health Card Number, Allergies, Medication, Ritalin, Epi-Pen use and other important medical information.

Purpose: To Register for Summer Business camp for high school students.

Users: Faculty Director of Synergy, camp leaders

Individuals in Bank: Applicants to Summer Business Camp

Retention and Disposal: one year

Contact Person: Mandeep Malik, Faculty member DSB 228

CONTINUING EDUCATION

Name: Student CCE Registration Database

Location: CCE Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home & work telephone; email address; Fax number; Job title; employer name; employer city; Program of Study; McMaster employee ID#; McMaster Dept Account #; date of birth; Gender; Employee number.

Purpose: Tracking of students taking Cert/Dip courses.

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Students

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Student Grade Sheets

Location: CCE Department

Legal Authority: McMaster University Act (1976)

Information Held: ID#; name; Program of Study; and Grade.

Purpose: Filed for further reference if student has questions about their mark.

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Students

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Student On-Line Cashiering Report

Location: CCE Department

Legal Authority: McMaster University Act (1976)

Information Held: ID#; name; amount student paid for course.

Purpose: Filed for further reference if student has questions about their mark.

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Students

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Student Transfer of Credit

Location: CCE Department --Archive Files (1999-2006) -- stored in vault

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; course information and grade.

Purpose: Maintain for further inquiries..

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Students

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Student Files

Location: CCE Department --Archive Files (1999-2006) -- stored in vault

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home & work telephone; email address; Fax number; Job title; employer name; employer city; Program of Study; Visa/Master card; signature; McMaster employee ID#; McMaster Dept Account #: date of birth; Gender; SIN #: employee number;

Purpose: Reference if students have any questions on their registration in a course or inquiry about payment for their courses

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Students

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Instructors CCE Registration Database

Location: CCE Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; business address; home and work telephone; email address; Fax number; job title; employer name; SIN#; Date of Birth; Employee # if applicable.

Purpose: To create contracts for instructors who are teaching for us

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Instructors

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Instructor Contracts for instructors

Location: CCE Department --Archive Files (1990-2006) -- stored in vault

Legal Authority: McMaster University Act (1976)

Information Held: Name; home & work address; employee #; signature of Program Manager and instructor.

Purpose: Maintain for further inquiries

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Instructors

Retention and Disposal: To be determined

Contact Person: Marilyn Costello

Name: Database for Potential Instructors

Location: CCE Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home & work address; home & work telephone; email address; education information; employment information; work experience

Purpose: Employment opportunity in CCE

Users: Program Managers, Director and Assistant Director and Administrative Assistant

Individuals in Bank: Potential Instructors

Retention and Disposal: To be determined

Contact Person: Jennifer Pierce

Name: C-Me Database

Location: C-Me Mail St. Catharines

Legal Authority: McMaster University Act (1976)

Information Held: Name; home & work address; email address; home & work phone #; DOB

Purpose: Send CCE information to prospective students

Users: Administrative Staff at CCE: Program Associates; Program Managers; Director; Assistant Director and Business Coordinator

Individuals in Bank: Students

Retention and Disposal: To be determined

Contact Person: Lisa Boniface

Name: Staff Personnel Files

Location: CUE Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home & work address; email address; home & work phone #; Education experience; employment information.

Purpose: Employment opportunity in CUE

Users: Director & Assistant Director & Business Coordinator.

Individuals in Bank: Unsuccessful candidates

Retention and Disposal: 1 year

Contact Person: Tracey Taylor-O'Reilly; Lisa Boniface; Marilyn Costello

Name: Student Complaints and Appeals

Location: CCE Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; ID #; and email

Purpose: Maintain for further inquiries

Users: Director & Assistant Director & Business Coordinator.

Individuals in Bank: Students

Retention and Disposal: 1 year

Contact Person: Director & Assistant Director

ENGINEERING FACULTY

Dean's Office

Name: Faculty of Engineering Continuous Employee Files

Location: Faculty of Engineering, Dean's Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; employee number; resume/CV; letter of offer; notice of change of payroll form; performance appraisals; pay information; union affiliation; tuition subsidies; staff award nomination material;

Purpose: Administer employment relationship

Users: Director of Administration, Executive Officer

Individuals in Bank: Employees

Retention and Disposal: Kept indefinitely

Contact Person: Executive Officer

Name: Faculty of Engineering Temporary/Casual Employee Files

Location: Faculty of Engineering, Dean's Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; employee number; resume/CV; letter of offer; pay information; emergency contact information; social insurance number; date of birth; employee address and phone number

Purpose: Administer employment relationship; Payroll information

Users: Director of Administration, Executive Officer

Individuals in Bank: Employees

Retention and Disposal: Kept indefinitely

Contact Person: Executive Officer

Name: Employment Applications/Resumes

Location: Faculty of Engineering, Dean's Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; address and contact information; education achievements & credentials; employment history; personal interests; cover letters

Purpose: Recruitment and selection of continuous staff positions

Users: Director of Administration, Executive Officer
Individuals in Bank: Applicants
Retention and Disposal: Kept on file for 6 months
Contact Person: Executive Officer

Name: Faculty of Engineering, Dean's Office Attendance Records
Location: Faculty of Engineering, Dean's Office
Legal Authority: McMaster University Act (1976)
Information Held: Employee vacation entitlement; personal day entitlement; record of sick days, personal days and vacation days taken in calendar year
Purpose: Administer employment relationship
Users: Director of Administration, Executive Officer
Individuals in Bank: Employees
Retention and Disposal: Kept indefinitely
Contact Person: Executive Officer

Name: Faculty of Engineering, Dean's Office- Sessional Lecturer Records/ Special Adjunct Apt.
Location: Faculty of Engineering, Dean's Office
Legal Authority: McMaster University Act (1976)
Information Held: Name, address, contact information, date of birth, social insurance number, Mac ID, citizenship, and CV
Purpose: Administer offer letters and Payroll information
Users: Director of Administration, Executive Assistant
Individuals in Bank: Sessionals/Specials/Adjuncts
Retention and Disposal: Kept indefinitely
Contact Person: Executive Assistant

Name: Faculty of Engineering, Dean's Office -Visiting Scholar's Opportunity Letters.
Location: Faculty of Engineering, Dean's Office
Legal Authority: McMaster University Act (1976)
Information Held: Name, address, contact information, date of birth, citizenship, and CV
Purpose: Administer letters of invitation
Users: Director of Administration, Executive Assistant
Individuals in Bank: Visiting Scholars

Retention and Disposal: Kept indefinitely

Contact Person: Executive Assistant

Name: Faculty of Engineering, Dean's Office - All Faculty Personnel Files

Location: Faculty of Engineering, Dean's Office

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, contact information, date of birth, citizenship, CV and research details

Purpose: Oversee and monitor files to ensure that data is kept current

Users: Director of Administration, Executive Assistant

Individuals in Bank: Faculty

Retention and Disposal: Kept indefinitely

Contact Person: Executive Assistant

Associate Dean's Office

Name: Student Files

Location: JHE-A214

Legal Authority: McMaster University Act (1976)

Information Held: What was discussed between the Academic Advisor and the student; e-mail correspondence between the student and Academic Advisor; student name; e-mail; phone number; addresses

Purpose: Academic tracking and follow up for the student's academic progress

Users: Associate Dean; Academic Assistant to the Associate Dean; Academic Advisor; Information Assistant; faculty departments

Individuals in Bank: Currently registered undergraduate engineering students

Retention and Disposal: Legal documents get sent to the Office of the Registrar and other information is sent for confidential shredding

Contact Person: Maria White

Name: Student Files

Location: JHE-A214

Legal Authority: McMaster University Act (1976)

Information Held: medical notes; deferred exam requests; program transfer requests; special petitions for consideration

Purpose: Academic tracking and follow up for the student's academic progress

Users: Associate Dean; Academic Assistant to the Associate Dean; Academic Advisor; Information Assistant; faculty departments

Individuals in Bank: Currently registered undergraduate engineering students

Retention and Disposal: 6 months after the student graduates.

Contact Person: Maria White

Name: Program Transfer Request Database

Location: JHE-A214

Legal Authority: McMaster University Act (1976)

Information Held: Student number; name; application date; response; response date; program request

Purpose: Keep record of when the applicant applied and when we responded

Users: Associate Dean; Academic Assistant to the Associate Dean; Academic Advisor; Information Assistant

Individuals in Bank: Currently registered undergraduate engineering students

Retention and Disposal: 5 years

Contact Person: Maria White

Name: Admissions Database

Location: JHE-A214

Legal Authority: McMaster University Act (1976)

Information Held: Student number; name; application date; response; response date; program request

Purpose: Keep record of when the applicant applied and when we responded

Users: Associate Dean; Academic Assistant to the Associate Dean; Academic Advisor; Information Assistant

Individuals in Bank: Undergraduate engineering applicants

Retention and Disposal: 5 years

Contact Person: Maria White

Name: Reinstatement Database

Location: JHE-A214

Legal Authority: McMaster University Act (1976)
Information Held: Student number; name; application date; response; response date; program request
Purpose: Keep record of when the applicant applied and when we responded
Users: Associate Dean; Academic Assistant to the Associate Dean; Academic Advisor; Information Assistant
Individuals in Bank: Currently registered undergraduate engineering students
Retention and Disposal: 5 years
Contact Person: Maria White

Alumni Office

Name: Engineering Alumni
Location: JHE-A201D
Legal Authority: McMaster University Act (1976)
Information Held: Name: spouse's name; childrens' names; home address; home telephone number; home fax number; home e-mail address; business telephone number; business fax number; business e-mail address; cell telephone numbers. Employment History and accomplishments.
Purpose: Alumni events, reunions, meetings, fundraising, donations. Selection for Alumni awards.
Users: Engineering Alumni Office
Individuals in Bank: Engineering Alumni
Retention and Disposal: Kept indefinitely
Contact Person: Manager, Alumni Relations

Name: Venture Engineering and Science Camp
Location: JHE-A201D
Legal Authority: McMaster University Act (1976)
Information Held: Name: spouse's name; childrens' names; home address; home telephone number; home fax number; home e-mail address; business telephone number; business fax number; business e-mail address; cell telephone numbers. Health Information, medication, school information and marks, teachers comments, visa/MasterCard numbers, and accident incident reports
Purpose: Campers Registration information regarding payments and emergencies
Users: Engineering Alumni Office
Individuals in Bank: Camp Participants and parents

Retention and Disposal: Kept for two years
Contact Person: Manager, Alumni Relations

Name: Alumni Award Recipients: Alumni Gallery, Arch Award, Distinguished Alumni, Honorary Member, Branch, Distinguished Service

Location: JHE-A201D

Legal Authority: McMaster University Act (1976)

Information Held: Name; gender; degree awarded; date of award; biographical information; award nomination packages

Purpose: Avoiding duplication; Historical information; Nomination for other awards

Users: Engineering Alumni Office

Individuals in Bank: Award Recipients

Retention and Disposal: Kept indefinitely

Contact Person: Manager, Alumni Relations

Name: Staff Personnel Files

Location: JHE-A201D

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Manager, Alumni Relations

Individuals in Bank: Engineering Alumni Office Staff

Retention and Disposal: TBD

Contact Person: Manager, Alumni Relations

Chemical Engineering

Name: Staff Personnel Files

Location: Chemical Engineering

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; gender; employee number; education history; employment type; vacation owed or taken; sick days taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship
Users: Chemical Engineering
Individuals in Bank: All Chemical Engineering staff
Retention and Disposal: TBD
Contact Person: Chemical Engineering

Name: Faculty Personnel Files
Location: Chemical Engineering
Legal Authority: McMaster University Act (1976)
Information Held: Name; spouse's name; home address; home telephone number; gender employee number; education history; employment type; curriculum vitae
Purpose: Determine tenure and promotion dates, notification of meetings and events, teaching
Users: Chemical Engineering; select information is shared with Dean of Engineering, Senate Committee on Appointments
Individuals in Bank: All Chemical Engineering faculty
Retention and Disposal: TBD
Contact Person: Chemical Engineering

Name: Graduate Student Files
Location: Chemical Engineering
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; gender; student number; education history; citizenship; pay information
Purpose: Administer educational relationship
Users: Chemical Engineering; School of Graduate Studies; select information disclosed to OCGS
Individuals in Bank: All Chemical Engineering graduate students
Retention and Disposal: 10-years after leaving McMaster
Contact Person: Chemical Engineering

Name: Graduate Student Data Base
Location: Chemical Engineering
Legal Authority: McMaster University Act (1976)
Information Held: Name; student number; education history; business telephone number; business email
Purpose: Compile Statistical Information; historical interest
Users: Chemical Engineering; select information disclosed to OCGS

Individuals in Bank: All Chemical Engineering graduate students
Retention and Disposal: kept indefinitely
Contact Person: Chemical Engineering

Civil Engineering

Name: Current and former faculty off-campus contacts

Location: Q: drive, password protected

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, spouse's name, position, company name, work phone, home phone, fax, cell phone, e-mail, McMaster id, alternative e-mail, alternative home address, P.Eng. registration number and status, comments.

Purpose: To administer employment relationship

Users: office staff (3 people in the office have shared access to Q: drive)

Individuals in Bank: Current and former Civil Engineering members (faculty, staff, adjunct, associate, emeriti, sessional lecturers, etc.)

Retention and Disposal: kept indefinitely

Contact Person: Administrator

Name: Current student academic information

Location: Q: drive

Legal Authority: McMaster University Act (1976)

Information Held: Duplicates some of the information from the graduate student paper files held in the office.

Purpose: To administer graduate program relationship

Users: Graduate Secretary, but also can be accessed by the Administrator and the Admin Secretary

Individuals in Bank: Graduate students

Retention and Disposal: To be determined

Contact Person: Graduate secretary

Name: Applications received current

Location: Q: drive

Legal Authority: McMaster University Act (1976)

Information Held: Duplicates graduate student application information available on-line.

Purpose: To administer graduate program relationship

Users: Graduate Secretary, but also can be accessed by the Administrator and the Admin Secretary

Individuals in Bank: Applicants to graduate program

Retention and Disposal: To be determined

Contact Person: Graduate secretary

Computing and Software Engineering

Name: Computing and Software Graduate Students

Location: Computing and Software

Legal Authority: McMaster University Act (1976)

Information Held: Name; ID number; gender; degree program; citizenship status; supervisor; start/end dates; grades; email address; thesis title/examiners/defense date; first job

Purpose: OCGS appraisals, other reporting

Users: Dept. Chair; Dept. Administrator; Graduate Secretary

Individuals in Bank: Computing and Software Graduate Students

Retention and Disposal: To be determined

Contact Person: Dept. Administrator

Name: Computing and Software Faculty

Location: Computing and Software

Legal Authority: McMaster University Act (1976)

Information Held: Name; Rank; email address; graduate student supervisions; teaching assignments; research grants

Purpose: T & P process; OCGS appraisals; CEAB accreditation

Users: Dept. Chair

Individuals in Bank: Computing and Software Faculty members

Retention and Disposal: To be determined

Contact Person: Dept. Chair

Name: Computing and Software Graduate Applicants

Location: Computing and Software

Legal Authority: McMaster University Act (1976)

Information Held: Name; previous degree information; citizenship; application status; admissions committee review

Purpose: Admissions processing; other statistical reporting

Users: Dept. Graduate Secretary; Dept. Administrator

Individuals in Bank: Computing and Software Graduate Applicants

Retention and Disposal: To be determined

Contact Person: Dept. Graduate Secretary

Electrical and Computer Engineering

Name: Faculty

Location: c:\Documents and Settings\wood\My Documents\database

Legal Authority: McMaster University Act (1976)

Information Held: Contact information, tenure & promotion, P.Eng status

Purpose: facilitate department processes

Users: Jill wood

Individuals in Bank: faculty

Retention and Disposal: indefinite

Contact Person: Jill Wood

Engineering Co-op

Name: Engineering Co-op and Career Services

Location: JHE A214

Legal Authority: McMaster University Act (1976)

Information Held: student Co-op and Career Services records including name, home address, grades, student ID, on-line recruiting system password, Co-op records including salary, work term offer, and performance evaluations, records of student career advising sessions, payroll records for UROP students

Purpose: Administration and delivery of Engineering Co-op program and Engineering career services; administration of Engineering UROP program

Users: Engineering Co-op and Career Services staff, Dean's office, Faculty of Engineering, Associate Dean, faculty of Engineering. Resumes and grades shared with employers for applications for Co-op work terms

Individuals in Bank: Student users of Engineering Co-op and Career Services; UROP students

Retention and Disposal: indefinite

Contact Person: Manager, Engineering Co-op and Career Services

Engineering and Society Program

Name: Engineering and Society Alumni and In-course Student Database

Location: Engineering & Society Program

Legal Authority: McMaster University Act (1976)

Information Held: Name, student number, Program and program level, year graduated, grad school (if applicable), home address, home phone number, personal cell phone number, personal email, business name, business address, business phone number, business cell phone number, business email

Purpose: record keeping, historical interest

Users: Engineering & Society program

Individuals in Bank: Engineering and Society Alumni and In-course students

Retention and Disposal: indefinite

Contact Person: Engineering & Society Program Administrator

Materials Science & Engineering

Name: Materials Science Faculty & Staff

Location: Department Server

Legal Authority: McMaster University Act (1976)

Information Held: Name, office number, office telephone number, e-mail address

Purpose: for reference by those wanting to contact members

Users: Department Administrator, Administrative Staff

Individuals in Bank: Faculty and staff members in the department

Retention and Disposal: ongoing, periodically updated

Contact Person: Jane Mah, Department Administrator

Steel Research Centre

Name: McMaster Steel Research Centre - Website

Location: <http://mcmasteel.mcmaster.ca>

Legal Authority: McMaster University Act (1976)

Information Held: Name, office number, office telephone number, e-mail address, photograph

Purpose: for reference by those wanting to contact group members

Users: Faculty, staff, research staff and graduate students as well as industrial collaborators and others who access the website

Individuals in Bank: Faculty, Staff, research staff and graduate students participating in Centre activities

Retention and Disposal: ongoing, periodically updated

Contact Person: Operations Manager, J. Thomson x 24955

HEALTH SCIENCES FACULTY

ANESTHESIA

Name: Anesthesia Faculty

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Home telephone; Home address; Email(s); Education History; Appointment History; Income History; Academic & Research Activity; Mutually Agreed Responsibilities Forms; Reference Letters; CV's; Employment Related Correspondence; Payroll Information; Research & Other Leave(s) Information

Purpose: Corporate Record Keeping; Determine renewal dates for appointments; Compile data for promotion consideration

Users: Chair; Dept. Manager; Chair's Assistant

Individuals in Bank: Anesthesia Faculty

Retention and Disposal: Kept Indefinitely

Contact Person: Dept.Mgr.

Name: Anesthesia Staff

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Home Address & Telephone; Email(s); Employee number; Education History; Employment History; Vacation taken or owed; Job Description and Rating; Performance Appraisals; Payroll Information; Union Affiliation; Record of any Disciplinary Activity or Issues.

Purpose: Administer employment relationship

Users: Chair; Dept. Manager

Individuals in Bank: Anesthesia Staff

Retention and Disposal: Kept Indefinitely

Contact Person: Dept.Mgr.

Name: Clinical Fellow; Clinical Scholars; PostDoc Fellows

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Home Address & Telephone; Email(s); Employee number; Education History; Employment History; CV's; Reference Letters; Payroll Information

Purpose: Administer professional relationship

Users: Chair; Dept. Manager; Faculty Supervisor

Individuals in Bank: Clinical Fellows; Clinical Scholars; PostDoc Fellows.

Retention and Disposal: Kept Indefinitely

Contact Person: Dept.Mgr.

Name: Residents

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Home address & telephone; Email(s); Education History; Evaluations; Exam Results; Call Schedules; Awards; Disciplinary Action if applicable

Purpose: Administer professional relationship

Users: Program Director; Program Assistant

Individuals in Bank: Anesthesia Residents; Critical Care Residents

Retention and Disposal: Kept for length of Residency and then forwarded to Postgraduate Office

Contact Person: Program Assistant

Name: Acupuncture Course Students

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Home telephone & address; Email(s); photograph; application form; copy of diploma.

Purpose: Maintain a list of attendees; historical information

Users: Course Directors; Program Assistant

Individuals in Bank: All Course Attendees

Retention and Disposal: Kept Indefinitely

Contact Person: Program Assistant

Name: Acupuncture Course Students

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Home telephone & address; Email(s); photograph; application form; copy of diploma.

Purpose: Maintain a list of attendees; historical information

Users: Course Directors; Program Assistant

Individuals in Bank: All Course Attendees

Retention and Disposal: Kept Indefinitely

Contact Person: Program Assistant

Name: Patient Files

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Gender; Date of Birth; Home Telephone & Address; Referral Letters; Consultation Notes; Insurance correspondence; WSIB correspondence; Test Results; Medical/Legal records where applicable; Relevant correspondence where applicable.

Purpose: Required that Physician keep patient records for a number of years.

Users: Individual Physician and their Secretary

Individuals in Bank: Pain Patients of Anesthesia Faculty

Retention and Disposal: Kept Indefinitely

Contact Person: Individual Physician and/or their Secretary

Name: Meeting Attendees

Location: Anesth.

Legal Authority: McMaster University Act (1976)

Information Held: Name; Contact Information; Meeting attended; courses taken.

Purpose: Maintain a list of attendees for MOCOMP requirements; historical information

Users: Meeting Administrative Staff

Individuals in Bank: Attendees of Meetings, Conferences, Rounds, organized by Anesthesia

Retention and Disposal: Kept for approx. 5 years

Contact Person: Admin. Staff

Clinical Epidemiology and Biostatistics (CE&B)

Name: CE&B faculty member files

Location: CE&B Central-Admin: HSC-2C10 area

Legal Authority: McMaster University Act (1976)

Information Held: Name and all information (professional and personal) related to faculty appointments including CV's.

Purpose: Forms basis for decisions on recruitment, appointment, promotion, tenure, performance merit awards, leaves. Allows users to find specific information about a faculty member's current or previous appointments.

Users: Department Chair, Department manager, Department P&T coordinator, and FHS-HR consultant for faculty members.

Individuals in Bank: Faculty members with full-time, part-time, joint, associate, and emeritus memberships with "special", CAWAR, tenure-track and tenured appointments; lapsed appointments

Retention and Disposal: Kept indefinitely

Contact Person: Department Chair

Name: CE&B staff files

Location: CE&B Central-Admin: HR manager's office, HSC-2C5 and HR staff work station.

Legal Authority: McMaster University Act (1976)

Information Held: Name and all information (professional and personal) related to staff member's appointment including résumés, pay, pay-step and pay-grade, etc. .

Purpose: Is a paper record that supports decisions made about hiring, performance, promotion, leaves, benefits, pay, vacation, etc.

Users: Department manager, Department HR Manager, HR admin assistant, Department Finance manager and FHS-HR consultant for staff members.

Individuals in Bank: CE&B Staff: TMG, CAW-555, continuing, temporary and casual; post-doctoral fellows; graduate students paid through the department; lapsed appointments

Retention and Disposal: Kept indefinitely

Contact Person: Department HR Manager

Name: CE&B Finance files

Location: CE&B Central-Admin: HSC-2C1 area

Legal Authority: McMaster University Act (1976)

Information Held: Files are sorted by account number and include: Financial Accounting System (FAS) statements; transaction records; includes information about faculty and staff salaries.

Purpose: Paper basis for electronic accounting, financial reporting, budget monitoring, and adherence to financial policies and procedures

Users: Department manager, Department Finance Manager, Department HR manager, and department's central-admin team.

Individuals in Bank: All faculty and staff paid from the department's accounts.

Retention and Disposal: Seven or more years, depending on the requirements of the funding agency.

Contact Person: Department Finance Manager

Name: CEB-AD (CE&B Administrative Database) - staff and faculty

Location: The FHS S: drive

Legal Authority: McMaster University Act (1976)

Information Held: Name and all information (professional and personal) related to staff and faculty members' appointment, visible on screen according to these categories: work contact information; position information including pay; health & safety training; personal contact information; and salary sources.

Purpose: Electronic database of information for easy retrieval, sorting, report generation, and flagging of important HR dates.

Users: Department manager, Department HR Manager, Department Finance manager, and department's central-admin team (team has various levels of access, depending on need).

Individuals in Bank: Faculty members with full-time, part-time, joint, associate, and emeritus memberships with "special", CAWAR, tenure-track and tenured appointments; lapsed appointments. CE&B Staff: TMG, CAW-555, continuing, temporary and casual; post-doctoral fellows; graduate students paid through the department; lapsed appointments.

Retention and Disposal: Kept indefinitely

Contact Person: Department Manager

Family Medicine

Name: Roll 3 Payroll Files

Location: 75 Frid St. Research

Legal Authority: McMaster University Act (1976)

Information Held: SIN Number, Name, home address, home telephone number, e-mail address, gender, date of birth, title, employee number, canadian status, employee position, hourly rate, number and dates of hours worked, start date, campus address and phone number, banking information

Purpose: Payment of payroll owed

Users: Payroll

Individuals in Bank: Family Medicine Roll 3 Employees

Retention and Disposal: 7 Years

Contact Person: Research Administrative Assistant

Name: Roll 3 Payroll Files

Location: Family Medicine HSC 2V9

Legal Authority: McMaster University Act (1976)

Information Held: SIN Number, Name, home address, home telephone number, e-mail address, gender, date of birth, title, employee number, canadian status, employee position, hourly rate, number and dates of hours worked, start date, campus address and phone number, banking information

Purpose: Payment of payroll owed

Users: Payroll

Individuals in Bank: Family Medicine Roll 3 Employees

Retention and Disposal: 7 Years

Contact Person: Finance Coordinator

Name: Computer files

Location: MFP

Legal Authority: McMaster University Act (1976)

Information Held: Recruitment and personal contact information

Purpose: Staff personnel files for emergency contact info, recruitment

Users: Unit Manager

Individuals in Bank: MFP support staff
Retention and Disposal: 7 Years
Contact Person: Unit Manager

Name: Staff files

Location: MFP

Legal Authority: McMaster University Act (1976)

Information Held: Name; date of birth; SIN; home address; home telephone number; home email address; business address; business telephone number; business fax number; business email address; staff contact information; résumé; contract offer letter; salary information; physician evaluations by residents; performance appraisals; vacation entitlement

Purpose: Staff personnel files for emergency contact info, recruitment

Users: Unit Manager, Unit Director, Administrative Assistants (recruitment support)

Individuals in Bank: All MFP staff

Retention and Disposal: Kept indefinitely

Contact Person: Unit Manager

Name: OSCAR e-doc

Location: MFP Internal Database

Legal Authority: McMaster University Act (1976)

Information Held: Physician Name; home telephone number; office phone extension; email address; pager number; OHIP billing number.

Purpose: Emergency, clinic closure, oncall

Users: All MFP staff

Individuals in Bank: All MFP staff

Retention and Disposal: Kept indefinitely

Contact Person: Unit Manager

Name: Resident files

Location: MFP

Legal Authority: McMaster University Act (1976)

Information Held: Resident's name; home address; home telephone number; cell phone, home email address; business address; business telephone number; business fax number; business email address; staff contact information; evaluations from physicians

Purpose: Resident files, emergency contact info, evaluations

Users: Education Coordinator, Education Admin Assistants, Physicians, Residents

Individuals in Bank: All residents

Retention and Disposal: 7 Years

Contact Person: Education Coordinator

Name: HR files

Location: Administration

Legal Authority: McMaster University Act (1976)

Information Held: Name; date of birth; SIN, spouse's name; home address; home telephone number; home email address; business address; business telephone number; business fax number; business email address; staff contact information; résumé; photograph, salary information; performance appraisals; vacation entitlement; pay information

Purpose: Staff personnel files, emergency contact info, resumes, etc.

Users: Administration, Finance

Individuals in Bank: All staff

Retention and Disposal: 7 Years

Contact Person: Manager

Name: Faculty Files

Location: Administration

Legal Authority: McMaster University Act (1976)

Information Held: Name; date of birth; SIN, spouse's name; home address; home telephone number; home email address; business address; business telephone number; business fax number; business email address; contact information; CV; salary information; performance appraisals; vacation entitlement;

Purpose: Faculty files, emergency contact info, evaluations

Users: Chair, Manager, Administration

Individuals in Bank: All F/T and P/T Faculty

Retention and Disposal: Kept indefinitely

Contact Person: Manager

Name: Career Review files

Location: Administration

Legal Authority: McMaster University Act (1976)

Information Held: Name; date of birth; SIN, spouse's name; home address; home telephone number; home email address; business address; business telephone number; business fax number; business email address; CV; salary information; performance appraisals; R4;

Purpose: Performance review and career goals/planning

Users: Chair, Administration

Individuals in Bank: All contract and special appointments

Retention and Disposal: Kept indefinitely

Contact Person: Executive Assistant to the Chair

Name: Faculty Database

Location: McMaster Computer

Legal Authority: McMaster University Act (1976)

Information Held: McMaster ID, Title, Given Names, Surname, FT or PT, Department Name, Gender, CPSO_Number, Initial_Appt_Date, Appt_Start_Date, Appt_End_Date, Rank, Certificate Date, Credentials, Division, NOMP/NOSM_ROMP Faculty, Address, City, Province, Postal Code, Confidential_Home_Address, Confidential_Home_Phone, Confidential_Home_email, Alternate Address, Email, Alternate Email Address, Phone Number, Fax Number, Private Number, Education in Postgraduate, Education in Undergraduate, Education Contribution Hours

Purpose: Maintain list of department faculty

Users: Education Administration

Individuals in Bank: Faculty

Retention and Disposal: Kept indefinitely

Contact Person: Education Manager

Name: Education Contribution Information

Location: Files - 2V2

Legal Authority: McMaster University Act (1976)

Information Held: McMaster ID, Title, Given Names, Surname, FT or PT, Department Name, Gender, Initial_Appt_Date, Appt_Start_Date, Appt_End_Date, Rank, Certificate Date, Division, NOMP/NOSM_ROMP Faculty, Address, City, Province, Postal Code, Fax Number, Education Contribution Hours, Education Contribution Roles

Purpose: Maintain list of faculty education contributions

Users: Education Administration

Individuals in Bank: Faculty

Retention and Disposal: Kept indefinitely

Contact Person: Manager

Name: Education Contribution Data

Location: Files - 2V2

Legal Authority: McMaster University Act (1976)

Information Held: Given Name, Surname, preceptor or supervisor or teacher, dates of rotation/class

Purpose: To identify education contributions associating them with a faculty member

Users: T Lyons

Individuals in Bank: Students and Residents

Retention and Disposal: Kept for 4 years then put into confidential waste

Contact Person: T Lyons

Name: Manual Family Medicine Resident Files

Location: Department of Family Medicine

Legal Authority: McMaster University Act (1976)

Information Held: Name; spouse's name; children's names; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; staff contact information; résumé; citizenship information; photograph

Purpose: Resident files, emergency contact info, evaluations

Users: Education Assistant, Physicians

Individuals in Bank: All residents

Retention and Disposal: Throughout residency

Contact Person: Education Manager

Name: Manual Faculty Files

Location: Room 2V7

Legal Authority: McMaster University Act (1976)

Information Held: Name; spouse's name; children's names; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; staff contact information; résumé; citizenship information; photograph

Purpose: Resident files, emergency contact info, evaluations

Users: Family Medicine Postgraduate Program

Individuals in Bank: Family Medicine Postgraduate Program staff, Finance and Chair of FM

Retention and Disposal: Kept indefinitely

Contact Person: Education Manager

Name: Part Time & Full Time Faculty Files

Location: hard copy files in FM Offices

Legal Authority: McMaster University Act (1976)

Information Held: Title, Name, Credentials, Facility, address/phone/fax, confidential Home address/phone, emails, appointment rank, division, start & end dates, ID#, CPSO# Curriculum Vitae, reference letters, educational contribution

Purpose: Promotion & Tenure, Faculty Appointment Review

Users: Promotion & Tenure Administration, Chair's office

Individuals in Bank: Faculty

Retention and Disposal: Kept indefinitely

Contact Person: Manager

Midwifery Education Program

Name: OnLine Birthlog

Location: Midwifery Education Program

Legal Authority: McMaster University Act (1976)

Information Held: Student Name; student ID;

Purpose: allow students to record their participation in births (numbers of births and types of births used for registration in the College of Midwives; create a permanent record for issuance of certification of number of births; students can access birth logs via the internet;

Users: midwifery students access their own birth logs; midwifery Program Administrator and Director;

Individuals in Bank: Midwifery students from McMaster, Ryerson and Laurentian University Midwifery Education Programs

Retention and Disposal: Kept indefinitely

Contact Person: Program Administrator, Midwifery Education Program at McMaster

Name: Midwifery Enrolment Database

Location: Midwifery Education Program

Legal Authority: McMaster University Act (1976)

Information Held: Student Name; student ID; dates of admission; withdrawal; graduation; leave of absence; language stream; aboriginal status

Purpose: to track numbers of students and their status in the program at each of the three University sites (McMaster, Laurentian & Ryerson). Used to track student numbers and status for the College of Midwives, the Universities and the Ministries of Health and MTCU (annual report - per our contract)

Users: Program Administrator at McMaster University; 'numbers only' used in reports to Ministries (MOHLTC and MTCU) and College of Midwives and the Ontario Midwifery Program (names are never disclosed)

Individuals in Bank: Midwifery students from McMaster, Ryerson and Laurentian University Midwifery Education Programs

Retention and Disposal: Kept indefinitely

Contact Person: Program Administrator, Midwifery Education Program at McMaster

Name: Midwifery Admissions Database

Location: Midwifery Education Program

Legal Authority: McMaster University Act (1976)

Information Held: Applicant Name; OUAC number; address; email addresses; phone numbers; previous grades; courses previously taken;

Purpose: First step in Admissions Process for Midwifery Program at McMaster (students apply online to this database and OUAC); from this data we send offers of interview; offers of admission; letters of no offer or "wait list".

Users: Admissions Coordinator - Midwifery Education Program (McMaster University);

Individuals in Bank: Applicants to the Midwifery Education Program

Retention and Disposal: currently kept indefinitely, however, we do not require the use of the data beyond one year

Contact Person: Program Administrator, Midwifery Education Program at McMaster

Obstetrics and Gynecology

Name: ARCS Database

Location: Dept. of Obstetrics and Gynecology

Legal Authority: McMaster University Act (1976)

Information Held: Personal Info - name, address, SIN (for some), DOB, phone number, Business information, Faculty data, committee membership, scholarly activities, education, research grants.

Purpose: The ARCS system was developed as a result of new AFP funding to be directed towards academic accomplishments of GFT and non-GFT faculty within the Department of Obs/Gyn. The ARCS system is intended to compensate faculty members for their academic contributions for McMaster University work during the academic year (July 1 through June 30th). The ARCS model is used to assign point values for each role.

Users: Manager, Executive Assistant, Post-grad co-ord, Undergrad co-ord, data entry student, CME assistant. Office of the Chair. Select information is shared on a need to know basis.

Individuals in Bank: Obstetrics and Gynecology Faculty

Retention and Disposal: Created and retained since 2003.

Contact Person: Beverley Pindar-Donick ext. 76899 (Dept. Manager) and Kellie Kay ext. 76249 (E.A.)

Pathology and Molecular Medicine

Name: Pathology and Molecular Medicine faculty member files

Location: Pathology and Molecular Medicine Chair's Office HSC-2N16 area

Legal Authority: McMaster University Act (1976)

Information Held: Name and all information (professional and personal) related to faculty appointments including CV's.

Purpose: Forms basis for decisions on recruitment, appointment, promotion, tenure, performance merit awards, leaves.

Allows users to find specific information about a faculty member's current or previous appointments.

Users: Department Chair, Department manager, Department P&T/Admin coordinator, and Admin Assistant staff for Chair's Area

Individuals in Bank: Faculty members with full-time, part-time, joint, associate, and emeritus memberships with "special", CAWAR, tenure-track and tenured appointments; lapsed appointments

Retention and Disposal: Kept indefinitely

Contact Person: Department Chair or Manager

Name: Pathology and Molecular Medicine staff files

Location: Pathology and Molecular Medicine Chair Area Offices - 2N15 and 2N20

Legal Authority: McMaster University Act (1976)

Information Held: Name and all information (professional and personal) related to staff member's appointment including résumés, pay, pay-step and pay-grade, etc.

Purpose: Paper and computer records that support decisions made about hiring, performance, promotion, leaves, benefits, pay, vacation, etc.

Users: Department manager, Department Admin Coordinator and Admin Assistant

Individuals in Bank: Pathology and Molecular Medicine Staff: TMG, CAW-555, continuing, temporary and casual; post-doctoral fellows; graduate students paid through the department; lapsed appointments

Retention and Disposal: Kept indefinitely

Contact Person: Department Manager

Name: Pathology and Molecular Medicine Finance files

Location: Pathology and Molecular Medicine Chair Area (2C16 Area)

Legal Authority: McMaster University Act (1976)

Information Held: Files are sorted by account number and include: Financial Accounting System (FAS) statements; transaction records; includes information about faculty and staff salaries.

Purpose: Paper basis for electronic accounting, financial reporting, budget monitoring, and adherence to financial policies and procedures

Users: Department manager, Department Admin Coordinator and Admin Staff in Chair's Area

Individuals in Bank: All faculty and staff paid from the department's accounts.

Retention and Disposal: Seven or more years, depending on the requirements of the funding agency.

Contact Person: Department Manager

Name: Pathology and Molecular Medicine Administrative Database) - staff and faculty

Location: The FHS S: drive

Legal Authority: McMaster University Act (1976)

Information Held: Name and all information (professional and personal) related to staff and faculty members' appointment, visible on screen according to these categories: work contact information; position information including pay; health & safety training; personal contact information; and salary sources.

Purpose: Electronic database of information for easy retrieval, sorting, report generation, and flagging of important HR dates.

Users: Department Chair, Department manager, Department Admin Coordinator, and Admin Staff in Chair's Area

Individuals in Bank: Faculty members with full-time, part-time, joint, associate, and emeritus memberships with "special", CAWAR, tenure-track and tenured appointments; lapsed appointments. CE&B Staff: TMG, CAW-555, continuing, temporary and casual; post-doctoral fellows; graduate students paid through the department; lapsed appointments.

Retention and Disposal: Kept indefinitely

Contact Person: Department Manager

Pediatrics

Name: Staff Personnel Files

Location: 3N27J & 3N27E

Legal Authority: McMaster University Act (1976)

Information Held: Name, Home Address, Home Telephone Number, Home Email Address, Gender, Date of Birth, Employee ID Number, Education History, Employee Type, Vacation Owed/Taken/Absentism, Performance Appraisals, Pay Information, Union Affiliation, Term, Emergency Contacts, Resumes

Purpose: Administer Employment Relationship,

Users: Department of Pediatrics Management and Staff Processing Payroll and Budgets

Individuals in Bank: All University Secretariat Staff, Research Staff, and Department Managers In Pediatrics

Retention and Disposal: To Be Determined

Contact Person: Elise Gallant, Ken MacFarland Amy Pudjunas, or Other Department Employees Processing Payroll

Name: Senior Administrative Personnel Files

Location: 3N27J & 3N27E

Legal Authority: McMaster University Act (1976)

Information Held: Name, Home Address, Home Telephone Number, Home Email Address, Gender, Date of Birth, Employee ID Number, Education History, Employee Type, Vacation Owed/Taken/Absentism, Performance Appraisals, Pay Information, Union Affiliation, Term, Emergency Contacts, Resumes

Purpose: Corporate Record Keeping, Budget Purposes, and Administer Employment Relations

Users: Select Senior Administrative Personnel In Pediatrics

Individuals in Bank: All University Secretariat Staff, Research Staff, and Department Managers In Pediatrics

Retention and Disposal: To Be Determined

Contact Person: Elise Gallant, Ken MacFarland Amy Pudjunas, or Other Department Employees Processing Payroll

Name: Faculty Personnel Files

Location: 3N27J & 3N27E

Legal Authority: McMaster University Act (1976)

Information Held: Name, Home Address, Home Telephone Number, Employee ID Number, Education History, Employee Type, Vacation Owed, Pay Information, Term, Resume's, Date of Appointment, Term

Purpose: Maintain List of Appointments, Determine Renewal Dates For Appointments as Assistant, Associate or Professor.

Users: Select Senior Administrative Personnel In Pediatrics

Individuals in Bank: All Faculty and Retired Faculty In Pediatrics

Retention and Disposal: To Be Determined

Contact Person: Elise Gallant, Linda Builder, Amy Pudjunas & Ken MacFarland

Psychiatry and Behavioural Neurosciences

Name: Department Faculty Membership

Location: Department Website

Legal Authority: McMaster University Act (1976)

Information Held: Name, academic rank, work address, work telephone number, email address, work location

Purpose: Locating and contacting members of Faculty

Users: Administrative Coordinator, website technician, public access

Individuals in Bank: Members of Faculty (full and part time)

Retention and Disposal: Indefinite, updates as new information over-writes older information

Contact Person: Wendy Mattingly

Name: Department Staff Membership

Location: Department Website

Legal Authority: McMaster University Act (1976)

Information Held: Name, position title, work address, work telephone number, email address, work location, work supervisor

Purpose: Locating and contacting members of Faculty

Users: Administrative Coordinator, website technician, public access

Individuals in Bank: Members of staff

Retention and Disposal: Indefinite, updates as new information over-writes older information

Contact Person: Wendy Mattingly

Name: Department Students and Learners

Location: Department Website

Legal Authority: McMaster University Act (1976)

Information Held: Name, email address, supervisor

Purpose: Locating and contacting students of the department

Users: Administrative Coordinator, website technician, public access

Individuals in Bank: Students of Department

Retention and Disposal: Indefinite, updates as new information over-writes older information

Contact Person: Wendy Mattingly

Name: Department Directory
Location: Department Website
Legal Authority: McMaster University Act (1976)
Information Held: Name, academic rank, work address, work telephone number, email address, work location
Purpose: Locating and contacting members of the Department
Users: Administrative Coordinator, website technician, public access
Individuals in Bank: All Members of Department
Retention and Disposal: Indefinite, updates as new information over-writes older information
Contact Person: Wendy Mattingly

Name: Contact Listings
Location: Admin Coordinator's Computer
Legal Authority: McMaster University Act (1976)
Information Held: Name, academic rank, work address, work telephone number, email address, work location, cell phone, fax number, copy of CV, date of birth, University ID#,
Purpose: Used in daily activities and tasks of Administrative coordinator
Users: Department Chair, Manager and Administrative Coordinator
Individuals in Bank: Member of Department and other affiliated work colleagues
Retention and Disposal: Computer of Administrative coordinator. Regular updates to reflect current information. Older information over-written
Contact Person: Wendy Mattingly

Name: Department Directory
Location: Admin Coordinator's Computer
Legal Authority: McMaster University Act (1976)
Information Held: Name, academic rank, job title, work address, work telephone, cell phone/pager, email address and fax
Purpose: To provide contact information
Users: Data is printed out once per year in booklet format for distribution to all members of Department and work affiliates. One copy kept in department Archives
Individuals in Bank: Members of Department and affiliated work colleagues
Retention and Disposal: Computer of Administrative coordinator. Regular updates to reflect current information. Older information over-written

Contact Person: Wendy Mattingly

Name: Research Projects Held Within Department

Location: Office of Admin Coordinator

Legal Authority: McMaster University Act (1976)

Information Held: Name, title of research project, funding source, amount of funding, term of funding, type of funding (operational or personal)

Purpose: For generation of reports on research productivity for department reviews and annual reports

Users: Administrative Coordinator, Chair, Department Vice-Chairs, recipients of reports (amount of funding removed prior to dissemination of reports)

Individuals in Bank: Researchers

Retention and Disposal: Computer of Administrative coordinator. Updated yearly to reflect a 5 year spread. Older information is printed and filed and electronic copy is deleted.

Contact Person: Wendy Mattingly

Name: Academic Appointments Tenure and Promotion

Location: Office of Admin Coordinator

Legal Authority: McMaster University Act (1976)

Information Held: Name, gender, academic degree, academic rank, appointment category, start date, dates of upcoming academic reviews for reappointment, tenure or promotion

Purpose: Used for planning an review purposes for annual activities related to appointment, tenure and promotion

Users: Chair, Manager, Members of the Appointment, Tenure and Promotions Committee

Individuals in Bank: All full-time department faculty members

Retention and Disposal: Administrative Coordinator's computer and updated yearly to reflect new appointees, departing faculty promotions in rank. Older information deleted by over-write

Contact Person: Wendy Mattingly

Name: Human Resources Utilization Chart

Location: Office of Admin Coordinator

Legal Authority: McMaster University Act (1976)

Information Held: Name of faculty member by location and assignment to priority programs/services of department

Purpose: Strategic planning for resource utilization

Users: Administrative Coordinator, Chair, Department Vice-Chairs of Education, Research and Clinical Services

Individuals in Bank: All GFT and major part-time department faculty members

Retention and Disposal: Administrative Coordinator's computer and updated yearly to reflect new appointees, departing faculty promotions in rank. Older information deleted by over-write

Contact Person: Wendy Mattingly

Name: Upcoming Retirements/Rule of 80

Location: Office of Admin Coordinator

Legal Authority: McMaster University Act (1976)

Information Held: Name of faculty member, date of birth, years of service, retirement date, rule of 80 eligibility

Purpose: Strategic planning for projecting upcoming vacancies

Users: Administrative Coordinator, Chair, Department Vice-Chairs of Education, Research and Clinical Services

Individuals in Bank: All department full-time faculty

Retention and Disposal: Administrative Coordinator's computer and updated yearly to reflect new appointees, departing faculty promotions in rank. Older information deleted by over-write

Contact Person: Wendy Mattingly

Name: Financial Files

Location: Office of Manager

Legal Authority: McMaster University Act (1976)

Information Held: Name of faculty member, compensation sources and amount

Purpose: Calculation of income

Users: Manager, Chair

Individuals in Bank: All full time and part time faculty

Retention and Disposal: Indefinite

Contact Person: Marilyn Dakers-Hayward

Name: Patient Contact Files

Location: Locked Drawer in Secretary's desk

Legal Authority: McMaster University Act (1976)

Information Held: Name and telephone number

Purpose: To remind.book/re-book appointments

Users: Secretary, Psychiatrist

Individuals in Bank: Active patients

Retention and Disposal: Confidential waste 4X per year when list is updated

Contact Person: Sheila Murphy

Name: Resident Files

Location: Department Office - locked file cabinet

Legal Authority: McMaster University Act (1976)

Information Held: Name, progression through psychotherapy, modules completed, evaluation scores, digital files of patient sessions (no patient information)

Purpose: To track progress through program

Users: Secretary, Psychiatrist, Vice Chair Education

Individuals in Bank: Residents

Retention and Disposal: Indefinite

Contact Person: Sheila Murphy

Name: Psychiatry Associates Alternate Funding Plan

Location: Office of AFP Coordinator

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, home/cellular telephone number, email, work location, CPSO#, OHIP billing #, income sources

Purpose: Productivity collection process, notification or meetings and events

Users: AFP Coordinator, Chair, Manager

Individuals in Bank: Member of AFP

Retention and Disposal: Indefinite

Contact Person: Nicole Sloss

Surgery

Name: staff working files

Location: 8th floor Mary Grace - Anne Lancaster's office - locked filing cabinet

Legal Authority: McMaster University Act (1976)

Information Held: letters of offer, pay information, emergency contact information, any documentation re probation/discipline as per the relevant collective agreement

Purpose: working HR tool

Users: Asst Mgr HR and Mgr

Individuals in Bank: staff

Retention and Disposal: for discipline - depends on the collective agreement, others are for length of employment

Contact Person: Clare Mitchell/ Anne Lancaster

Name: faculty working files

Location: 8th floor Mary Grace - Anne Lancaster's office - locked filing cabinet

Legal Authority: McMaster University Act (1976)

Information Held: letters of offer, pay information, emergency contact information, any documentation re issues

Purpose: working HR tool

Users: Chair, Manager and Chair's Asst

Individuals in Bank: faculty

Retention and Disposal: length of faculty appointment

Contact Person: Clare Mitchell/ Michelle McCool

HUMANITIES FACULTY

Deans' Offices

Name: ATS

Location: Dean's Office Faculty of Humanities

Legal Authority: McMaster University Act (1976)

Information Held: Name, Department Affiliation, Education

Purpose: Tracking of Faculty, T & P

Users: Dean, Office of the Provost, Director of Admin and Executive Officer

Individuals in Bank: faculty members

Retention and Disposal: Kept indefinitely

Contact Person: Director of Administration Dennis Montini

Name: Employee Files

Location: Dean's Office Faculty of Humanities

Legal Authority: McMaster University Act (1976)
Information Held: Name, address, CV, phone number
Purpose: For purposes of employment
Users: Dean, Office of the Provost, Director of Admin and Executive Officer
Individuals in Bank: faculty members
Retention and Disposal: Kept until employee resigns and files are kept in storage
Contact Person: Director of Administration Dennis Montini

Name: Medical Notes
Location: Dean's Office Faculty of Humanities
Legal Authority: McMaster University Act (1976)
Information Held: Student name sometimes nature of illness
Purpose: Exam/Assignment Deferral
Users: Student Advisors, Associate/Assistant Dean
Individuals in Bank: Students
Retention and Disposal: Copy retained for one year, original goes to registrars office
Contact Person: Director of Administration Dennis Montini

English & Cultural Studies

Name: Faculty Files
Location: CNH 323
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; home fax number; business address; business telephone number; business fax number; business email address; CV, citizenship information; Academic awards, grants, disciplinary action, CPM, letters of reference
Purpose: Departmental history, teaching release allocation, CPM
Users: Chair, Admin Coordinator
Individuals in Bank: Faculty members in the Department or affiliated with Department
Retention and Disposal: Until Death of Faculty member
Contact Person: Antoinette Somo

Name: Faculty Phone/email lists

Location: CNH 321

Legal Authority: McMaster University Act (1976)

Information Held: faculty member's name, office number on campus, office hours, business email address

Purpose: to allow contact from students, staff and other faculty

Users: public

Individuals in Bank: all current members of the Department

Retention and Disposal: until appointment ceases with Department

Contact Person: Antoinette Somo

Name: Graduate Student files

Location: CNH 321

Legal Authority: McMaster University Act (1976)

Information Held: all student academic information, previous transcripts, home address, phone number, email address, academic awards, letters of reference

Purpose: to allow admission to graduate programs and to have academic history for each student for awards etc

Users: Graduate Chair, Graduate Secretary, Chair, Admin Coordinator

Individuals in Bank: all current students of the Department's Graduate programs

Retention and Disposal: until students complete program

Contact Person: Antoinette Somo, Sonya Zikic

Name: Graduate Student archive files

Location: CNH 321

Legal Authority: McMaster University Act (1976)

Information Held: all student academic information, previous transcripts, home address, phone number, email address, academic awards, letters of reference

Purpose: to keep history for statistical purposes and to refer to files for future employment reference

Users: Graduate Chair, Graduate Secretary, Chair, Admin Coordinator

Individuals in Bank: all students that have completed graduate programs

Retention and Disposal: seven years

Contact Person: Antoinette Somo, Sonya Zikic

Name: Faculty archive files

Location: CNH 321

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; business address; business telephone number; business fax number; business email address; CV, citizenship information; Academic awards, grants, disciplinary action, CPM, letters of reference

Purpose: to keep history for statistical purposes and to refer to files for future employment reference

Users: Chair, Admin Coordinator

Individuals in Bank: all faculty that have retired

Retention and Disposal: until faculty member is deceased

Contact Person: Antoinette Somo

Name: Staff files

Location: CNH 321

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; business address; business telephone number; business fax number; business email address; CV, citizenship information; staff awards; disciplinary action; payroll information; letters of reference

Purpose: personnel file

Users: Chair, Admin Coordinator

Individuals in Bank: all current staff

Retention and Disposal: until staff member leaves Department or retires

Contact Person: Antoinette Somo

French

Name: Tenure and Tenure Track Positions

Location: TSH 612

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; cp/m; citizenship information; employee ID#

Purpose: Full-time Teaching

Users: Chair, Administrative Coordinator, Department Secretary

Individuals in Bank: Professors; Professors Emeritus; Asst and Assoc Professors

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary

Name: Contractually Limited Appointments

Location: TSH 612

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address;résumé;
citizenship information; offer letters; employee ID#

Purpose: 1-year and 2-year contractual Teaching

Users: Asst and Assoc Professors

Individuals in Bank: Professors; Professors Emeritus; Asst and Assoc Professors

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary

Name: Sessional Lecturers

Location: TSH 612/628

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address;résumé;
citizenship information; offer letters; payments

Purpose: Part-time Teaching

Users: Asst and Assoc Professors

Individuals in Bank: Lecturers

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary; Administrative Coordinator

Name: Teaching Assistants from France

Location: TSH 612/628

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address;résumé;
citizenship information; offer letters

Purpose: Tutorial teaching and marking

Users: Chair, Administrative Coordinator, Department Secretary, instructors

Individuals in Bank: Teaching Assistants from France

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary

Name: French Masters Program

Location: TSH 612

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; student transcripts/references; citizenship information; student #; admittance letter; payments

Purpose: Tutorial teaching and marking

Users: Masters Program students

Individuals in Bank: Teaching Assistants from France

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary

Name: Administrative

Location: TSH 628

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; citizenship information; employee ID#; Payments

Purpose: Administrative

Users: Administrative Coordinator

Individuals in Bank: Departmental Secretary

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Administrative Coordinator

Name: All of the above PIBs

Location: Storage Room TSH 531

Legal Authority: McMaster University Act (1976)

Information Held: See above

Purpose: See above

Users: See above

Individuals in Bank: See Above

Retention and Disposal: ARCHIVED - Kept Indefinitely

Contact Person: Departmental Secretary; Administrative Coordinator

History

Name: Faculty Files

Location: Chair's Office

Legal Authority: McMaster University Act (1976)

Information Held: CV with some personal contact information, Appointment letter, Promotion, Letters of Service (internal/external bodies), info.provided by Faculty for files

Purpose: T&P, CP/M, Teaching, Payroll, reports, union seniority for Sessionals, teaching records for reference/letters of recommendation

Users: Chair, Executive and T&P committees

Individuals in Bank: History faculty, Associate members, Sessional lecturers, CLAs, D/Docs

Retention and Disposal: until retirement or leave university, updated cvs only, end of contract 12 mos.

Contact Person: Chair, Admin. Asst.

Name: Course Evals.

Location: Storage

Legal Authority: McMaster University Act (1976)

Information Held: Student Evaluations, comment

Purpose: for sessional appointments, union seniority, letters of reference for teaching

Users: Chair, Committee members

Individuals in Bank: FT, Sessional faculty, Teaching Assistants

Retention and Disposal: 7 Years

Contact Person: Chair, Admin. Asst.

Name: Staff Files

Location: Chair's Office

Legal Authority: McMaster University Act (1976)

Information Held: Appointment information, interview information, performance information, JCQs

Purpose: promotions, job descriptions, payroll

Users: Chair, Supervisor

Individuals in Bank: Current staff

Retention and Disposal: until leave university

Contact Person: Chair, Admin. Asst.

Name: Teaching Assistants

Location: Graduate Sec. Files, Locked Storage

Legal Authority: McMaster University Act (1976)

Information Held: Teaching Assistant contracts, evaluation letters from supervisors

Purpose: teaching dossier information for job applications

Users: Chair, Administrative Asst.

Individuals in Bank: Graduate and Undergraduate Teaching Assistants

Retention and Disposal: returned to TAs upon request when leave university

Contact Person: Chair, Admin. Asst.

Name: Graduate Students

Location: Graduate Sec. Files, Locked Storage

Legal Authority: McMaster University Act (1976)

Information Held: Graduate student record, applications, letters of reference, grade reports, contact information

Purpose: track completion of degree requirements, reporting to OCGS

Users: Graduate Secretary, Chair, Graduate Chair, Supervisors

Individuals in Bank: Graduate Students

Retention and Disposal: 7 years

Contact Person: Chair, Admin. Asst., Graduate Secretary, Graduate Chair

Name: Undergraduate Students

Location: Admin. Asst., Chair

Legal Authority: McMaster University Act (1976)

Information Held: grade reports, student records, exams, appeals

Purpose: applications for seminar balloting, appeals, grade changes, reports

Users: Chair, Administrative Asst., Undergraduate Secretary

Individuals in Bank: History students

Retention and Disposal: 12 months - student papers, 12 months from end of academic session held-course/exam information

Contact Person: Chair, Admin. Asst.

Linguistics and Languages

Name: Tenure and Tenure Track Positions

Location: TSH 613

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; cp/m; citizenship information; employee ID#

Purpose: Full-time Teaching

Users: Chair, Administrative Coordinator, Department Secretary

Individuals in Bank: Professors; Professors Emeritus; Asst and Assoc Professors

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary

Name: Contractually Limited Appointments

Location: TSH 613

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; citizenship information; employee ID#

Purpose: 1-year and 2-year contractual Teaching

Users: Chair, Administrative Coordinator, Department Secretary

Individuals in Bank: Asst and Assoc Professors

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary

Name: Sessional Lecturers

Location: TSH 613/628

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; citizenship information; Payments

Purpose: Part-time Teaching

Users: Chair, Administrative Coordinator, Department Secretary

Individuals in Bank: Lecturers

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary; Administrative Coordinator

Name: Teaching Assistants

Location: TSH 613/628

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; citizenship information; student #; Payments

Purpose: Tutorial teaching and marking

Users: Chair, Administrative Coordinator, Department Secretary, instructors

Individuals in Bank: Undergraduate and Graduate students

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Departmental Secretary; Administrative Coordinator

Name: Administrative

Location: TSH 628

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home fax number; home email address; résumé; citizenship information; employee ID#; Payments

Purpose: Administrative

Users: Administrative Coordinator

Individuals in Bank: Departmental Secretary

Retention and Disposal: CURRENT - Kept indefinitely

Contact Person: Administrative Coordinator

Name: All of the above PIBs

Location: Storage Room TSH 625

Legal Authority: McMaster University Act (1976)

Information Held: See above

Purpose: See above

Users: See above

Individuals in Bank: See above

Retention and Disposal: ARCHIVED - Kept Indefinitely

Contact Person: Departmental Secretary; Administrative Coordinator

HUMAN RESOURCES SERVICES

Name: Employee Personnel Files (Paper files)

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Employment-related information, which may include: name; identification number; business address; resume/CV and the personal information contained therein, such as, SIN number, home address, phone number, reference names, educational and employment history, etc.; emergency contact information; appointment letter; job description; start date; end date; transfer date; leaves of absence documentation; compensation information; performance evaluations; benefits elections; disciplinary letters; grievance documentation and other labour-relations type information; settlement/ Release documentation; various employment-related correspondence between an employee and the University

Purpose: To administer the employment relationship

Users: Human Resources Services management, administrators and consultants

Individuals in Bank: All Faculty and employees of the University, with the exception currently of employees employed on a casual and/or temporary basis (less than 12 months); as of July 2007, these employees will also be included

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: Benefits Database

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Benefits-related information, which may include: name; identification number; emergency contact information; benefits elections, names of beneficiaries; employment history at the University including start, end and transfer dates, and leaves of absence; compensation information; medical information

Purpose: To administer the employment relationship, specifically with respect to benefits entitlements, absences due to illness or injury; workers' compensation (WSIB) issues

Users: Human Resources Services management and benefits administrators

Individuals in Bank: All Faculty and employees of the University

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: CHESS (Sun Life Assurance Database housing benefits information)

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Benefits-related information, which may include: name; identification number; date of birth; home and business addresses; home and business phone number; hire dates; family status; Dependent personal information, including names, birthdates, disability flag, student flag; employee group; effective benefits entitlement dates; termination dates

Purpose: To administer the employment relationship, specifically with respect to benefits entitlements insured through Sun Life

Users: Human Resources Services management and benefits administrators

Individuals in Bank: All Faculty and employees of the University

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: Employee Pensions Files (Paper files)

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Pensions-related information, which may include: name; identification number; employment history at the University including start, end and transfer dates, and leaves of absence; compensation information; pension enrolment and entitlement information

Purpose: To administer the employment relationship, specifically with respect to pensions entitlements

Users: Human Resources Services management and pensions administrators

Individuals in Bank: All Faculty and employees of the University

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: MacViP database

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Employment-related information, which may include: name; identification number; employment history at the University including start, end and transfer dates, and leaves of absence; compensation information and history; benefits elections; vacation entitlement information; seniority dates; time-worked capture

Purpose: To administer the employment relationship

Users: Human Resources Services management, administrators and consultants

Individuals in Bank: Faculty, Staff, Part-time/Temp/Casual/Transitional/Hourly, Grad Student Employees
Affiliate Institutions (eg RMA, Divinity, Maps, Day Care...)

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: Payroll Personnel database (PPS)

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Employment-related information, which may include: name; identification number; employment history at the University including start, end and transfer dates, and leaves of absence; compensation information and history; benefits elections; vacation entitlement information; seniority dates

Purpose: To administer the employment relationship

Users: Human Resources Services management, administrators and consultants

Individuals in Bank: All Faculty and employees of the University

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: Job Evaluation System Database

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Job-related information, including: name; identification number; position including start and end dates; job description; job grade and corresponding wage rate; rating notes

Purpose: To administer the employment relationship, specifically in respect of Job Evaluation

Users: Human Resources Services management, administrators and consultants

Individuals in Bank: All employees of the University in the Management Group and in the CAW Local 555 bargaining unit

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Vice-President, Human Resources Services

Name: ATS Faculty Database

Location: Faculty Academic Office of FHS Human Resources Services and FHS Finance and Provost Office

Legal Authority: McMaster University Act (1976)

Information Held: Academic and Financial -related information, which may include: name; identification number; personal information, such as office address; home address; phone number, educational and academic employment history; start date; end date; rank and appointment information as it relates to academics and academic reviews; compensation information including clinical as it relates to FHS budgeting

Purpose: To administer the academic and financial relationship of faculty for the FHS in accordance with governing bodies of the Faculty and University. Academic tracking of full-time faculty for all other faculties under the Office of the Provost.

Users: Offices of the Dean/VP Associate Deans/Chairs; Senior Management, FHS Finance and Faculty Administrators

Individuals in Bank: All full-time and part-time faculty members in the Faculty of Health Sciences. All full-time members of the University for the remaining five faculties.

Retention and Disposal: Kept indefinitely

Contact Person: Dean & Vice-President, Faculty of Health Sciences and Office of the Provost

Name: Employee Payroll Files (Paper files)

Location: Human Resources Services

Legal Authority: McMaster University Act (1976)

Information Held: Payroll-related information, which may include: name; identification number; employment history at the University including start, end and transfer dates, and leaves of absence; compensation information including pay history, taxation information and Payroll Reports

Purpose: To administer the employment relationship, specifically with respect to payroll

Users: Human Resources Services management and payroll administrators

Individuals in Bank: All active faculty and employees of the University, except employees employed on a casual or temporary basis (less than 12 months) and all terminated employees

Retention and Disposal: Kept indefinitely; files of terminated employees kept for 7 years; Payroll Reports retained for 3 months then transferred to fiche

Contact Person: Assistant Vice-President, Human Resources Services

HUMAN RIGHTS AND EQUITY SERVICES

Name: Human Rights Consultations and Complaints

Location: Office of Human Rights and Equity Services

Legal Authority: McMaster University Act (1976)

Information Held: Names, telephone number and e-mail address, and in some cases program and year for students, employment position for staff and faculty

Purpose: Addressing issues of harassment and discrimination on campus

Users: Staff of Office of Human Rights and Equity Services ONLY -- these are confidential records that are accessed by no one other than our staff

Individuals in Bank: Members of McMaster community who contact the Office for consultations or to file complaints, persons against whom complaints are filed, potential witnesses to complaints, persons in supervisory positions who might be responsible to address concerns

Retention and Disposal: Where no written complaint received, 3 years. Where written complaint received, 7 years

Contact Person: Mark W. Walma, Director

HEALTH SCIENCES LIBRARY

Name: Laptop Lending Agreement

Location: Health Sciences Library

Legal Authority: McMaster University Act (1976)

Information Held: Borrower name, student ID number, program of study, status (grad, undergrad) Format: paper file, not automated.

Purpose: To administer our laptop lending program

Users: Health Sciences Library staff

Individuals in Bank: Students in the Faculty of Health Sciences

Retention and Disposal: One year

Contact Person: Neera Bhatnagar, Reference Coordinator

Name: Purchase requests and recommendations

Location: Health Sciences Library

Legal Authority: McMaster University Act (1976)

Information Held: Name of recommender and some or all of the following: department, campus telephone extension, e-mail address, status (faculty, staff, grad, undergrad, fund code (where available)).

Purpose: To administer the development of our collections and notify requestors or receipt of items

Users: Health Sciences Library staff

Individuals in Bank: Students, faculty, staff

Retention and Disposal: Information remains indefinitely in the Circulation database

Contact Person: Andrea McLellan, Information Resources Librarian

Name: Mediated search requests

Location: Health Sciences Library

Legal Authority: McMaster University Act (1976)

Information Held: Name of requestor, status (faculty, staff, grad, undergrad, resident, other), departmental affiliation, address, campus phone/pager, home phone, method of payment (departmental account, student ID). Format: paper file, not automated.

Purpose: To administer our mediated searching service and to charge for services rendered

Users: Health Sciences Library staff

Individuals in Bank: Students, faculty, staff and others

Retention and Disposal: Four years

Contact Person: Ruth Elliott, Senior Reference Assistant

Name: Health Library Network Interlibrary Loan requests

Location: Health Sciences Library

Legal Authority: McMaster University Act (1976)

Information Held: Requestor (faculty, staff and others) name, location and method of payment

Purpose: To provide loans to McMaster faculty and staff working in city hospitals and health organizations and to charge for them

Users: Health Sciences Library staff

Individuals in Bank: Faculty, staff, residents and others

Retention and Disposal: Seven years

Contact Person: Eleanor Komadowski, Network Library Assistant

Name: Health Sciences Library Users' Committee

Location: Health Sciences Library

Legal Authority: McMaster University Act (1976)

Information Held: Name and contact information (address, telephone number, e-mail address). Format: paper file, not automated

Purpose: Notification of meetings

Users: Health Sciences Library staff

Individuals in Bank: Faculty, staff and students

Retention and Disposal: For the term of member-ship of each member of the committee
Contact Person: Sheryl Derry, Administrative Assistant

Name: OVID/HSLinks Applications

Location: Health Sciences Library

Legal Authority: McMaster University Act (1976)

Information Held: Name, phone number, McMaster University ID number, e-mail address and status (faculty, staff, student, resident)

Purpose: To administer access to online databases on OVID/HSLinks system

Users: Health Sciences Library staff

Individuals in Bank: Faculty, staff and students

Retention and Disposal: For the duration of activity in each account

Contact Person: Paul Lavell, Computer Systems Specialist

NUCLEAR REACTOR

Name: Access Register

Location: Nuclear Reactor

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, email, home phone, W@M card #, biotag #, HP training documentation, NEW status, orientation training, status, access level, photocopies of (2) pieces of ID, one with photo – SIN numbers are not collected

Purpose: Security regulations, CNSC regulations, bldg. security

Users: MNR Admin & Mgmt. Staff

Individuals in Bank: Anyone who has any level of access to NRB apart from walk ins between normal working hours

Retention and Disposal: Indefinitely

Contact Person: Manager

Name: Security Access Files

Location: Nuclear Reactor

Legal Authority: McMaster University Act (1976), Financial Administration Act, Subsect. 7(1) and Security Policy of the Govt. of Canada

Information Held: Name, address, phone, email, birthdate, birthplace, spousal information, marital status, citizenship, employment history, housing history, family members (name, maiden name, address, occupation, DOB/DOD, birthplace), character references, criminal record check, ID (birth certificate and photo ID), certificate of physical fitness.

Purpose: Security Regulations, CNSC/CSIS/RCMP /Dept. of Defense

Users: MNR Admin & Mgmt. Staff

Individuals in Bank: Anyone who has A or G status (escorted or unescorted access to the Reactor)

Retention and Disposal: Indefinitely

Contact Person: Manager

Name: Staff Personnel Files

Location: Nuclear Reactor

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, offer letter, CHA forms (PT) employee number, compensation information, employment history within MNR, personal achievement certificates, courses taken, personal notes/files.

Purpose: Administer employment relationship

Users: MNR Admin & Mgmt. Staff

Individuals in Bank: All MNR staff

Retention and Disposal: Indefinitely

Contact Person: Manager

Name: Tour Participant Files

Location: Nuclear Reactor

Legal Authority: McMaster University Act (1976), Financial Administration Act, Subsect. 7(1) and Security Policy of the Govt. of Canada

Information Held: Visitor information card – name, address, age (if under 18), home address, telephone, affiliation (tour group), date, dosimeter #, Readings In/out, Time (in/out), tour guide. Signature on back.

Purpose: Security regulations, CNSC/CSIS/RCMP and departmental statistics

Users: MNR Mgmt. Staff

Individuals in Bank: All tour participants

Retention and Disposal: Indefinitely

Contact Person: Manager

Name: Training Records

Location: Nuclear Reactor

Legal Authority: McMaster University Act (1976) and WSIB Regulations
Information Held: Name, employee number, date, course name, initial successful completion or recertification, trainer or training organization.
Purpose: Documentation of worker training and certification and proof of maintenance of certification
Users: MNR Mgmt. Staff
Individuals in Bank: All MNR staff
Retention and Disposal: Indefinitely
Contact Person: Manager

PHYSICAL PLANT

Name: Staff Personnel Files
Location: Physical Plant
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation
Purpose: Administer employment relationship
Users: Physical Plant and Senior Administration
Individuals in Bank: All Physical Plant staff
Retention and Disposal: To be determined
Contact Person: Assistant Vice President - Department of Physical Plant

Name: Senior Administrative Personnel Files
Location: Physical Plant
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; date of birth; pay information
Purpose: Corporate Record keeping; historical interest
Users: Physical Plant and Senior Administration
Individuals in Bank: Select Senior Administrators
Retention and Disposal: To be determined
Contact Person: Assistant Vice President - Department of Physical Plant

Name: Phone Directory and Emergency Call-Out Lists
Location: Physical Plant
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; telephone numbers (office and cell or home)
Purpose: Emergency and Risk Management
Users: Physical Plant and Senior Administration
Individuals in Bank: All Physical Plant staff
Retention and Disposal: To be determined
Contact Person: Assistant Vice President - Department of Physical Plant

Name: Work Order System
Location: Physical Plant
Legal Authority: McMaster University Act (1976)
Information Held: Employee Number
Purpose: Identification of time and who performed task.
Users: Physical Plant and Senior Administration
Individuals in Bank: McMaster University Staff
Retention and Disposal: 5 years
Contact Person: Assistant Vice President - Department of Physical Plant

PROGRAMS

Arts & Science Program

Name: Council of Instructors
Location: Arts & Sci Program Office
Legal Authority: McMaster University Act (1976)
Information Held: Name, Personal Contact Information on and off campus, resume
Purpose: Notification of meetings and events, payroll etc.
Users: Arts & Science Administration, Financial Services
Individuals in Bank: Instructors in Arts & Science Program

Retention and Disposal: Kept Indefinitely
Contact Person: Program Administration

Name: Student

Location: Arts & Sci Program Office

Legal Authority: McMaster University Act (1976)

Information Held: Name, Personal Contact Information on and off campus, resume, reference letters, academic profile

Purpose: Reference Letters, Hiring TA's, payroll, notification of meetings, events, class information

Users: Arts & Science Administration

Individuals in Bank: Arts & Science students only

Retention and Disposal: Kept Indefinitely

Contact Person: Program Administration

Name: Staff Personnel Files

Location: Arts & Sci Program Office

Legal Authority: McMaster University Act (1976)

Information Held: Name, Personal Contact Information on and off campus, resume, reference letters, academic profile

Purpose: Employment issues, payroll, contact

Users: Arts & Science Administrator

Individuals in Bank: Employees

Retention and Disposal: Kept Indefinitely

Contact Person: Program Administrator

Name: Alumni

Location: Arts & Sci Program Office

Legal Authority: McMaster University Act (1976)

Information Held: Name, Personal Contact Information on and off campus, resume, reference letters, academic profile

Purpose: Notification of meetings and events

Users: Arts & Science Administration

Individuals in Bank: Arts & Science students only

Retention and Disposal: Kept Indefinitely

Contact Person: Program Administration

Indigenous Studies Program

Name: Committee Member Profiles

Location: Indigenous Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name; business address; business telephone number; business fax number; business email address; home address; home telephone number, personal email address; Indigenous nations

Purpose: AETS report requirement; notification of meetings and events; determining membership eligibility

Users: Indigenous Studies, President's Committee on Indigenous Issues, Ministry of Training, Colleges and Universities

Individuals in Bank: Members of President's Committee on Indigenous Issues

Retention and Disposal: Kept as long as the committee exists and/or AETS requires

Contact Person: Indigenous Studies

Name: Staff Personnel Files

Location: Indigenous Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; work email address; personal email address; gender; employee number; CV; employment type; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Indigenous Studies

Individuals in Bank: All Indigenous Studies staff

Retention and Disposal: to be determined

Contact Person: Indigenous Studies

Name: Faculty, CLA, and Sessional Lecturers

Location: Indigenous Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; work email address; personal email address; gender; employee number; CV; employment type; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Indigenous Studies

Individuals in Bank: All sessional lecturers in Indigenous Studies

Retention and Disposal: to be determined

Contact Person: Indigenous Studies

Centre for Leadership in Learning

Name: Employee files

Location: Centre for Leadership in Learning

Legal Authority: McMaster University Act (1976)

Information Held: Employment information - including application, interview notes, letters from Human Resources, changes in employment information etc.

Purpose: to keep track of start date, employment benefits, etc.

Users: management of the unit

Individuals in Bank: All current employees of the unit

Retention and Disposal: Information is retained during the period of employment and for one year thereafter

Contact Person: Executive Director, Centre for Leadership in Learning

OFFICE OF THE REGISTRAR

University Registrar

Name: McMaster University Student Information System

Location: University mainframe

Legal Authority: McMaster University Act (1976)

Information Held: Student names, gender, date of birth, marital status, native language, country of birth, citizenship, immigration status, status in Canada, deceased date, home and current address, home and current telephone numbers, e-mail address(es), student ID number, educational history, application and admission data, course registrations, Faculty, major, minor, grade data, awards, financial data, graduation date.

Purpose: Used for the academic, administrative, financial and statistical purposes of the University, including for the administration of admissions, registration, awards and scholarships, convocation, alumni relations and other fundamental activities related to being a member of the University community. Used to admit, register and graduate students, record

academic achievement, issue library cards and, where applicable, local transit passes, to provide access to information systems and to operate academic, financial, athletic, recreational, residence, alumni and other University programs.

Users: University offices responsible for the administration of student academic, financial, awards and alumni records.

Individuals in Bank: All current and past McMaster students.

Retention and Disposal: Information is never deleted.

Contact Person: University Registrar

Name: Academic Integrity Notification Records

Location: Office of the University Registrar'

Legal Authority: McMaster University Act (1976)

Information Held: Student name, student ID number, home address/e-mail address

Purpose: Maintain a record of student academic misconduct letters.

Users: University Registrar.

Individuals in Bank: Current McMaster Students

Retention and Disposal: Disposal after one academic session.

Contact Person: University Registrar

Name: Staff Records

Location: Office of the University Registrar'

Legal Authority: McMaster University Act (1976)

Information Held: Staff name, ID numbers, SIN, date of birth, addresses, telephone number, employment status

Purpose: Maintenance of staff records.

Users: University Registrar.

Individuals in Bank: Full-time, part-time and seasonal Office of the Registrar staff.

Retention and Disposal: Retained while the staff member is employed in Registrar's Office.

Contact Person: University Registrar

Admissions

Name: E-card Communication Database

Location: Admissions Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; e-mail address; program(s); student number; education source; application status; document status; high school courses used in admission average; admission average; grades; English language proficiency status

Purpose: Advise applicants on their application status; communicate information about program(s) to which they have applied; receipt of documents; English language proficiency requirements.

Users: Admissions Office

Individuals in Bank: Current applicants to McMaster.

Retention and Disposal: Tables deleted after 10 months.

Contact Person: University Registrar

Name: Online Response Error Tracking

Location: Admissions Office

Legal Authority: McMaster University Act (1976)

Information Held: Student number; program(s) of study.

Purpose: Track errors of online response processing records.

Users: Admissions Office

Individuals in Bank: Current undergraduate applicants to McMaster.

Retention and Disposal: Tables deleted after 10 months.

Contact Person: University Registrar

Name: SOLAR Error Tracking

Location: Admissions Office

Legal Authority: McMaster University Act (1976)

Information Held: Student number; Student names; program of study; e-mail address.

Purpose: Track admission rollover report errors in order to contact students who are registered with a negative response; contact Faculty regarding students registered in different program than the one to which they are admitted.

Users: Admissions Office

Individuals in Bank: Admitted undergraduate applicants.

Retention and Disposal: Tables deleted after 6 months.

Contact Person: University Registrar

Name: Maiden Name 'Book'

Location: Admissions Office

Legal Authority: McMaster University Act (1976)

Information Held: Student's maiden name, married name, student ID number

Purpose: Assist data clerks with matching supporting documents to applicant files.

Users: Admissions Office

Individuals in Bank: Current undergraduate applicants.

Retention and Disposal: Tables deleted after 10 months.

Contact Person: University Registrar

Name: Deferral Tracking

Location: Admissions Office

Legal Authority: McMaster University Act (1976)

Information Held: Student names; student ID number; program of study

Purpose: Track requests for admission deferrals.

Users: Admissions Office

Individuals in Bank: Undergraduate applicants requesting a deferral of admission.

Retention and Disposal: 4 months.

Contact Person: University Registrar

Liaison

Name: Prospective Student Database

Location: Liaison Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; high school grade; student's estimate of his/her academic average; date of birth; e-mail address.

Purpose: To contact prospective applicants and to provide information on McMaster; promote on-campus events.

Users: Liaison Office

Individuals in Bank: Prospective applicants to McMaster.

Retention and Disposal: Tables deleted after 12 months. Hard-copy requests shredded once entered on database.

Contact Person: University Registrar

Name: E-card Communication Database

Location: Liaison Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; e-mail address; program(s) of study; student ID number; education source.

Purpose: Electronic correspondence with prospective students.

Users: Liaison Office

Individuals in Bank: Undergraduate applicants.

Retention and Disposal: Tables deleted after 10 months.

Contact Person: University Registrar

Name: Campus Tours Booking Database

Location: Liaison Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; e-mail address; telephone number; home address.

Purpose: Allows prospective applicants/applicants to book a tour of the university.

Users: Liaison Office; Security & Parking Services (to provide parking passes).

Individuals in Bank: Undergraduate applicants & parents of applicants..

Retention and Disposal: Tables deleted after 12 months.

Contact Person: University Registrar

Name: Handbook Request Database

Location: Liaison Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; e-mail address.

Purpose: Prospective applicants may request a *Year I Handbook*.

Users: Liaison Office; Security & Parking Services (to provide parking passes).

Individuals in Bank: Prospective undergraduate applicants.

Retention and Disposal: Tables deleted after 12 months.

Contact Person: University Registrar

Scheduling & Examinations

Name: TPHi Exam

Location: Scheduling and Exams Office

Legal Authority: McMaster University Act (1976)

Information Held: Student ID number, first 4 letters of student's last name; faculty member's name and ID number.

Purpose: Scheduling of Examinations including alphabetic room splits for students.

Users: Scheduling and Examination Office

Individuals in Bank: Registered students; faculty.

Retention and Disposal: Paper kept for 6 months after end of academic year for appeal process. Databases kept indefinitely.

Contact Person: University Registrar

Name: TPH Event

Location: Scheduling and Exams Office

Legal Authority: McMaster University Act (1976)

Information Held: Instructor and staff name and e-mail address.

Purpose: Contact faculty/staff regarding room bookings activities.

Users: Scheduling and Examination Office

Individuals in Bank: McMaster staff and faculty..

Retention and Disposal: 1 year.

Contact Person: University Registrar

Name: TPHi Scheduler

Location: Scheduling and Exams Office

Legal Authority: McMaster University Act (1976)

Information Held: Instructor Name (first initial, surname), MacID.

Purpose: Publishing of instructor name on Master course timetable and contact information for scheduling changes.

Users: Scheduling and Examination Office; students.

Individuals in Bank: McMaster faculty..

Retention and Disposal: 1 year paper retention, databases indefinitely.

Contact Person: University Registrar

Name: Exam Administration Data

Location: Scheduling and Exams Office

Legal Authority: McMaster University Act (1976)

Information Held: Student name, home address, student ID number. Instructor name, Mac ID, office phone numbers & extensions. Staff name, home address, phone number, SIN, employee ID or student ID, e-mail

Purpose: Administration of regular, deferred, special needs and accommodated examinations including arrangements for off-campus. Administration of examinations for other universities.

Users: University community.

Individuals in Bank: McMaster staff, faculty & undergraduate students. Contacts and students from other universities.

Retention and Disposal: Paper kept for 6 months after end of academic year for appeal process. Databases kept indefinitely.

Contact Person: University Registrar

Name: Deferred Examination Database (Access 97)

Location: Scheduling and Exams Office

Legal Authority: McMaster University Act (1976)

Information Held: Student Name; home address; student ID number. Instructor name, Mac ID, telephone numbers & extensions.

Purpose: Administration of regular, deferred, special needs and accommodated examinations including arrangements for off-campus. Administration of examinations for other universities.

Users: Scheduling and Examination Office

Individuals in Bank: Faculty, Students at McMaster. Contacts and students from other universities.

Retention and Disposal: Paper kept for 6 months after end of academic year for appeal process. Databases kept indefinitely.

Contact Person: University Registrar

Name: Deferred Examination Database (Excel)

Location: Scheduling and Exams Office

Legal Authority: McMaster University Act (1976)

Information Held: Student Name; home address; student ID number. Instructor name, Mac ID, telephone numbers & extensions.

Purpose: Administration of regular, deferred, special needs and accommodated examinations including arrangements for off-campus. Administration of examinations for other universities.

Users: Scheduling and Examination Office

Individuals in Bank: McMaster faculty & students. Contacts and students from other universities.

Retention and Disposal: Paper kept for 6 months after end of academic year for appeal process. Databases kept indefinitely.

Contact Person: University Registrar

Records & Registration

Name: Student Files

Location: Records & Registration Office

Legal Authority: McMaster University Act (1976)

Information Held: Student names, gender, date of birth, marital status, native language, country of birth, citizenship, immigration status, status in Canada, deceased date, home and current address, home and current telephone numbers, e-mail address(es), student ID number, educational history, application and admission data, course registrations, Faculty, major, minor, grade data, course changes, correspondence, opinion, reference letters, awards information.

Purpose: Used for the academic and administrative of the University, including for the administration of admissions, registration, awards and scholarships, convocation, alumni relations and other fundamental activities related to being a member of the University community. Used as a hard copy reference related to admission, registration and degree audit; to record academic achievement and to provide access to information related to a student's studies.

Users: Members of the University community with a "need to know."

Individuals in Bank: Current and past undergraduate students.

Retention and Disposal: 7 years

Contact Person: University Registrar

Name: Transcript Request Database

Location: Records & Registration Office

Legal Authority: McMaster University Act (1976)

Information Held: Student name(s), mailing address, date of birth, program of study.

Purpose: Production of transcripts requested by student.

Users: Transcript office.

Individuals in Bank: Current and past students.

Retention and Disposal: Indefinite

Contact Person: University Registrar

Name: Grade Change Records

Location: Records & Registration Office

Legal Authority: McMaster University Act (1976)

Information Held: Student name, student ID number, course name & number, former & new grade, instructor's name

Purpose: Auditable record of grade changes completed by Registrar's Office

Users: Records staff.

Individuals in Bank: Current and past students.

Retention and Disposal: Indefinite
Contact Person: University Registrar

Name: Convocation Database
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)
Information Held: Student name, student ID number, Faculty, program of study, major, minor, degree granted, convocation date.
Purpose: Production of convocation lists, presentation cards, ticket ordering, diplomas, ceremony programs
Users: Records staff.
Individuals in Bank: Potential graduating students.
Retention and Disposal: 3 years
Contact Person: University Registrar

Name: Graduation Information Card Database
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)
Information Held: Student name, student ID number, Faculty, program of study, major, minor, degree sought.
Purpose: Production of convocation lists, presentation cards, ticket ordering, diplomas, ceremony programs; information for Alumni Affairs
Users: Records and Alumni Affairs staff
Individuals in Bank: Potential graduating students.
Retention and Disposal: Indefinite
Contact Person: University Registrar

Name: Photo ID Database
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)
Information Held: Student name, student ID number, photograph of student.
Purpose: Creation of student ID cards
Users: Registrar's Office
Individuals in Bank: Undergraduate and graduate students ..
Retention and Disposal: 3 years
Contact Person: University Registrar

Name: Student ID Card Replacement Records
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)
Information Held: Student name, student ID number.
Purpose: Record of requests to replace student ID cards
Users: Records staff.
Individuals in Bank: Current students.
Retention and Disposal: Indefinite
Contact Person: University Registrar

Name: Registered Education Savings Plan Records
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)
Information Held: Student name, student ID number, program of study, home address.
Purpose: Record of requests to verify enrolment to RESP providers.
Users: Current student with Registered Education Savings Plans.
Individuals in Bank: Current students.
Retention and Disposal: TBD
Contact Person: University Registrar

Name: Certification Request Records
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)
Information Held: Student name, student ID number, request information.
Purpose: Forms submitted by students seeking University's certification of requested information.
Users: Current and past students.
Individuals in Bank: Current students.
Retention and Disposal: 3 years
Contact Person: University Registrar

Name: Certification Request Database
Location: Records & Registration Office
Legal Authority: McMaster University Act (1976)

Information Held: Student name, student ID number, request information.

Purpose: Record of requests submitted by students seeking University's certification of specified information.

Users: Current and past students.

Individuals in Bank: Current students.

Retention and Disposal: 3 years

Contact Person: University Registrar

RESEARCH SERVICES

Name: McMaster University Research Funding Information (MURFI)

Location: Office of Research Services

Legal Authority: McMaster University Act (1976)

Information Held: Researchers name, employee ID, status, faculty and department, primary/co-investigator; contact information (university location and phone number), location of the research; names of the co-investigators; amount of funding applied for, amount funded, sponsoring program, SSHRC/NSERC/CIHR pin numbers, citizenship, gender, account numbers, start/end/retirement dates.

Purpose: Assessment of research funding, reporting (i.e., to federal and provincial bodies, sponsoring agencies, institutional/ university stakeholders; media)

Users: Internal Bodies include: VP Research, Office of Research Services, Committee on Scientific Development, University Advancement, Planning and Analysis, Faculties and Departments; External bodies include: Sponsoring agencies, Media, OCCUR, COU, Statistics Canada, federal and provincial bodies

Individuals in Bank: All university faculty and personnel who receive research funding including those from affiliated hospitals

Retention and Disposal: kept indefinitely

Contact Person: Office of Research Services, Corrine Johnston, Associate Director

Name: Research Ethics Protocol Tracking Database

Location: Office of Research Services

Legal Authority: McMaster University Act (1976) Tri-Council Policy Statement/Tri-Council MOU /McMaster University Policy Statement for Research Involving Human Participants 2002

Information Held: Researchers name, status, faculty and department, contact information (university location, email and phone number), location of the research; names of co-investigators; sponsoring program/confidential information on participants in research = names, locations/

Purpose: Assessment of ethical approval for research funding, reporting (i.e., to federal and provincial bodies, sponsoring agencies, institutional/ university stakeholders) Compliance with Tri-Council policy/Ultimate purpose is protection of human subjects from harms inherent in research

Users: Office of Research Services ethics/grants unit staff /chairs of the ethics board/different access levels for ethics board reviewers - some of whom are from the Hamilton community/

Individuals in Bank: All university faculty, students and personnel who apply to conduct research involving human subjects - as of Jan 1 2007 does not apply to HHS/FHS faculty, staff or students

Retention and Disposal: kept indefinitely

Contact Person: Research Ethics Officer, Michael J. Wilson

Committee On Scientific Development (CSD)

Name: Staff Personnel Files

Location: CSD

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: CSD

Individuals in Bank: All CSD staff

Retention and Disposal: To be determined

Contact Person: CSD Administrator

Name: Animal Research Ethics Board (AREB) Database

Location: CSD

Legal Authority: McMaster University Act (1976) / Canadian Council on Animal Care

Information Held: Name of Principal Investigator; title; department; home phone; emergency phone; business phone; lab phone; email; pager; mailing address; lab location; names of associate scientists and research staff working with PI on research project; their title, department, phone extension and after hours emergency contact number; Central Animal

Facility training record of all individuals working with PI on research project; details of research project and determination of AREB; status of the project

Purpose: Maintain list of Animal Utilization Protocols; determine dates for renewal and annual review; and training

Users: CSD / Central Animal Facility Staff

Individuals in Bank: Faculty utilizing animals in their research or teaching and personnel and students involved in the research and teaching.

Retention and Disposal: Kept Indefinitely

Contact Person: CSD Administrator

Name: Animal Research Ethics Board (AREB) - Meeting Agendas and Minutes; Animal Utilization Protocol (AUP) Files

Location: CSD

Legal Authority: McMaster University Act (1976) / Canadian Council on Animal Care

Information Held: Name of Principal Investigator; title; department; home phone; emergency phone; business phone; lab phone; email; pager; mailing address; lab location; names of associate scientists and research staff working with PI on research project; their title, department, phone extension and after hours emergency contact number; Central Animal Facility training record of all individuals working with PI on research project; details of research project; determination of AREB; status of the project

Purpose: Maintain files containing Animal Utilization Protocols; Amendments and Annual Reviews; Lab Audits; Facility Audits; Reviewer's Comments and Correspondence between AREB and Faculty Researcher

Users: CSD

Individuals in Bank: Faculty utilizing animals in their research and teaching, as well as personnel and students involved in the research and teaching.

Retention and Disposal: Kept Indefinitely

Contact Person: CSD Administrator

Name: Hamilton Health Sciences/Faculty of Health Sciences Research Ethics Board (HHS/FHS REB) and St. Joseph's Healthcare Hamilton Research Ethics Board (SJH REB) - Meeting Agendas and Minutes; Applications for Review

Location: CSD

Legal Authority: McMaster University Act (1976) / Tri-Council Policy Statement on the Ethical Conduct of Research Involving Humans (1998)

Information Held: Name of the Principal Investigator, the Co-Investigators; and the Research Coordinator(s); their titles; addresses; phone numbers; pager numbers; email addresses; fax numbers; details of the research project as contained in the Application for REB Review; declarations of financial conflicts of interest; determinations of the REB

Purpose: Administer grant funding related to REB files

Users: CSD

Individuals in Bank: Faculty conducting research involving human participants and research personnel and students involved in the research.

Retention and Disposal: Kept Indefinitely

Contact Person: CSD Administrator

Name: Faculty Grant Application / Award Files

Location: CSD

Legal Authority: McMaster University Act (1976) / Tri-Council Policy Statement on the Ethical Conduct of Research Involving Humans (1998)

Information Held: In many instances Curriculum Vitae information is held as part of the Application (e.g. name; home address; home telephone number; home email address; gender; date of birth; education history; employment type; career awards; productivity-related info such as grants received, works published and presentations made). Major awards may require salary information.

Purpose: Track and Administer grant applications and funding

Users: CSD

Individuals in Bank: Faculty applying for and receiving research funds through CSD and research personnel and students involved in their research

Retention and Disposal: Grant applications not funded are held for 3 years;

Contact Person: CSD Administrator

Name: Health Sciences Centre and MDCL Laboratory Emergency Contact List

Location: CSD

Legal Authority: McMaster University Act (1976) Occupational Health and Safety Act; Criminal Code of Canada

Information Held: Home phone numbers or cell phone numbers of faculty and senior staff in labs are kept for use in emergency fanout or alert purposes.

Purpose: Provision of emergency contact information for safety or crisis-management issues.

Users: CSD, HSC security staff, University security staff

Individuals in Bank: Faculty member assigned to lab and/or senior technical staff delegate.

Retention and Disposal: TBD

Contact Person: CSD Administrator

FACULTY OF SCIENCE

Associate Dean's Office

Name: Student Tracker Database

Location: Office of the Associate Dean, Science

Legal Authority: McMaster University Act (1976)

Information Held: Name; student number; meeting date; details of meeting between student and academic advisor; academic advisor who conducted meeting; email correspondence with student

Purpose: Maintain record of meetings or email correspondence with students so that any advisor can meet with any student and be aware of previous meetings or information given

Users: Academic Advisors and Assistant Dean in Faculty of Science

Individuals in Bank: Faculty of Science undergraduate students who have met with or emailed an academic advisor regarding academics

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Dean

Name: Staff Personnel Files

Location: Office of the Associate Dean, Science

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; cell phone; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Academic Advisors and Assistant Dean in Faculty of Science

Individuals in Bank: All Office of the Associate Dean, Science staff

Retention and Disposal: To be determined

Contact Person: Assistant Dean

Name: Letter of Permission Requests Database

Location: Office of the Associate Dean, Science

Legal Authority: McMaster University Act (1976)

Information Held: Name; student number; mailing address; social insurance number; citizenship; date of birth; eligibility to graduate; academic program and level; session course will be taken; institution where course will be taken; course code; McMaster course equivalent; date

Purpose: Maintain record of letter of permission requests granted

Users: Academic Advisors and Assistant Dean in Faculty of Science

Individuals in Bank: Faculty of Science undergraduate students granted permission to take course(s) at another university

Retention and Disposal: Keep most recent 2 years

Contact Person: Assistant Dean

Name: Deferred Exam Database

Location: Office of the Associate Dean, Science

Legal Authority: McMaster University Act (1976)

Information Held: Student number; student name; course; instructor; original exam date

Purpose: Maintain record of granted deferred exam requests from students by academic year

Users: Academic Advisors and Assistant Dean in Faculty of Science

Individuals in Bank: Faculty of Science undergraduate students who have requested to defer or double defer exam(s)

Retention and Disposal: Keep most recent 2 years

Contact Person: Assistant Dean

Name: Grade Submission files

Location: Office of the Associate Dean, Science

Legal Authority: McMaster University Act (1976)

Information Held: Course; instructor; date; student number; student name; student program and level; final grade; instructor's remarks

Purpose: Maintain copy of grades submitted for all courses offered by Faculty of Science, original is submitted to Registrar's Office; used by academic advisors and Assistant Dean during grade reviews to verify grades missing from student record

Users: Academic Advisors and Assistant Dean in Faculty of Science

Individuals in Bank: Students who have taken undergraduate Faculty of Science courses; instructors who have taught Faculty of Science courses

Retention and Disposal: Keep most recent academic year

Contact Person: Assistant Dean

Science Career & Cooperative Education

Name: Co-op and Career Database

Location: BSB 127

Legal Authority: McMaster University Act (1976)

Information Held: Student name, ID number, program, gender, address, phone number, email, work term history including supervisor's name, personal comments and opinions; third party comments and opinions, Employer name, work address, phone number, email, jobs posted, work term supervision, career activity involvement, personal comments and opinions; third party comments and opinions

Purpose: Administer Science Cooperative Education Program and HIRE Science Program

Users: Staff of Science Career & Cooperative Education (5 FT, 2-4 PT)

Individuals in Bank: Science students, Science employers, Science partners

Retention and Disposal: Kept indefinitely

Contact Person: Michelle Benjamin

Chemistry

Name: Staff Personnel Files

Location: Administrator's Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Administrator

Individuals in Bank: Staff

Retention and Disposal: To be determined

Contact Person: Lynda Fraser – Administrator

Name: Graduate Student Personnel Files

Location: Administrator's Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; pay information; union affiliation

Purpose: Administer employment relationship

Users: Administrator
Individuals in Bank: Staff
Retention and Disposal: 10 years
Contact Person: Lynda Fraser - Administrator

Name: Faculty Research Information Files
Location: Chemistry office
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; gender; employee number; education history; employment type; performance appraisals; pay information; union affiliation
Purpose: Administer employment relationship
Users: Administrator/ Chair/ Chair's Secretary
Individuals in Bank: Faculty
Retention and Disposal: To be determined
Contact Person: Chair / Administrator

Name: Post Doctorate Personnel Files
Location: Administrator's Office
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; gender; date of birth; employee number; education history; employment type; vacation owed or taken; pay information; union affiliation
Purpose: Administer employment relationship
Users: Administrator/ Chair
Individuals in Bank: Post docs
Retention and Disposal: 10 years
Contact Person: Lynda Fraser – Administrator

Name: Casual Employees, Student Employees, Sessional Instructors, Teaching Assistants
Location: Administrator's Office
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation
Purpose: Administer employment relationship
Users: Administrator

Individuals in Bank: Casual employees
Retention and Disposal: To be determined
Contact Person: Lynda Fraser – Administrator

Geography and Earth Sciences

Name: Graduate Student Files
Location: School of Geography and Earth Sciences
Legal Authority: McMaster University Act (1976)
Information Held: Application, registration, transcripts, name, address, phone
Purpose: Student tracking
Users: Related School committees
Individuals in Bank: Students present and past
Retention and Disposal: Kept indefinitely
Contact Person: Grad Prog Admin Assist.

Name: Staff Personnel Files
Location: School of Geography and Earth Sciences
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation
Purpose: Administer employment relationship
Users: Director and Administrator
Individuals in Bank: Employees in School of Geography and Earth Sciences
Retention and Disposal: Kept indefinitely
Contact Person: Director or Administrator

Mathematics & Statistics

Name: Staff Personnel Files
Location: Math & Stats Department
Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Administrator

Individuals in Bank: All department staff

Retention and Disposal: To be determined

Contact Person: Administrator

Name: Graduate Student Applicant Files

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; education history; transcripts; citizenship information.

Purpose: Administer Graduate Program

Users: Department

Individuals in Bank: All applicants to Graduate programs

Retention and Disposal: To be determined

Contact Person: Administrator

Name: Graduate Student Files

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; education history; transcripts; citizenship; student number; academic record; employment history; scholarships; pay and fee information, appraisals.

Purpose: Administer Graduate Program

Users: Department

Individuals in Bank: All graduate students admitted to a Math & Stats program

Retention and Disposal: To be determined

Contact Person: Administrator

Name: Post doctoral Fellow Files

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; reference letter; cv; pay information; visa status.

Purpose: Administer employment relationship

Users: Administrator/ Chair

Individuals in Bank: All post doctoral fellows who apply/accepted into the department

Retention and Disposal: To be determined

Contact Person: Administrator

Name: Faculty Files

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; gender; date of birth; employee number; education history; employment type; performance appraisals; pay information; research finance; tenure and promotion documents; research leave history; record of activities

Purpose: Administer employment relationship

Users: Administrator/ Chair

Individuals in Bank: All faculty employed by the department

Retention and Disposal: To be determined

Contact Person: Administrator

Name: Part Time Employee files

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; SIN number; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; pay information; banking information

Purpose: Administer employment relationship

Users: Administrator/ Chair

Individuals in Bank: All employees employed on a part-time/casual basis

Retention and Disposal: To be determined

Contact Person: Administrator

Name: Private Tutor database

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; email address; current programme of study; area of expertise

Purpose: Maintain list to give to undergraduate students requiring a tutor

Users: Undergraduate Students

Individuals in Bank: All persons indicating they want to be listed as a tutor

Retention and Disposal: Updated annually - those not wishing to be included are deleted from database

Contact Person: Administrator

Name: Britton/Evelyn Nelson Lecturer Databases

Location: Math & Stats Department

Legal Authority: McMaster University Act (1976)

Information Held: Name; home institution; title of lecture series

Purpose: Maintain list of Britton lecturers

Users: Math & Stats Department

Individuals in Bank: All Britton and Evelyn Nelson Lecturers

Retention and Disposal: To be determined

Contact Person: Administrator

Psychology Neurosciences and Behaviour

Name: Psychology Graduate Students

Location: Graduate Secretary

Legal Authority: McMaster University Act (1976)

Information Held: student's name, address, home telephone, email, grades, letters of reference, citizenship, photograph

Purpose: application to the graduate programme

Users: graduate secretary and psychology faculty accepting the applicants

Individuals in Bank: student applicants

Retention and Disposal: accepted applicants kept indefinitely & rejected applications are kept for one year then information is destroyed through the confidential waste procedure

Contact Person: Graduate Secretary

Name: Psychology Faculty and Staff

Location: Psychology Main Office

Legal Authority: McMaster University Act (1976)

Information Held: All active and retired Staff and Faculty home addresses and cell and home phone numbers

Purpose: In case of emergency for a related work situation we need to get in touch with faculty and staff

Users: Chair of the Department and Administrator

Individuals in Bank: Active and retired faculty and staff

Retention and Disposal: indefinitely

Contact Person: Administrator of Department

FACULTY OF SOCIAL SCIENCES

Dean's Office

Name: Faculty of Social Sciences

Location: Dean's file cabinets located in EO's office

Legal Authority: McMaster University Act (1976)

Information Held: Name; spouse's name; home address; home telephone number; e-mail address; CV; citizenship information; salary; student evaluations; peer teaching evaluations; CP/M; research funding applied for and received; research leave information; Progress reports; annual activity and consulting reports.

Purpose: Administer employment relationship

Users: University Secretariat; President and Vice-President's Offices; the Senate Cte. On Appointments; shared on a 'need to know' basis.

Individuals in Bank: All Full and Part-time faculty in the Faculty of Social Sciences as well as CLAs and TAs

Retention and Disposal: indefinitely

Contact Person: Dean, DA, or EO Faculty of Social Sciences

Name: Faculty of Social Sciences

Location: ATS electronic files

Legal Authority: McMaster University Act (1976)

Information Held: Name; spouse's name; home address; home telephone number; e-mail address; CV; citizenship information; salary; student evaluations; peer teaching evaluations; CP/M; research funding applied for and received; research leave information; Progress reports; annual activity and consulting reports.

Purpose: Administer employment relationship

Users: University Secretariat; President and Vice-President's Offices; the Senate Cte. On Appointments; shared on a 'need to know' basis.

Individuals in Bank: All Full and Part-time faculty in the Faculty of Social Sciences as well as CLAs and TAs

Retention and Disposal: indefinitely

Contact Person: Dean, DA, or EO Faculty of Social Sciences

Name: Faculty of Social Sciences Annual Budget

Location: Dean's Office Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name; monthly and annual salary projections and actuals

Purpose: Preparation of annual budget submission to Finance Committee of the Board of Governors

Users: Director of Administration in the Dean's Office, Faculty of Social Sciences

Individuals in Bank: Faculty of Social Sciences faculty members

Retention and Disposal: Kept for 7 years

Contact Person: Dean's Office, Faculty of Social Sciences

Name: Faculty of Social Sciences Academic Tracking System (ATS)

Location: Dean's Office Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name; employee #; rank; appointment category; research and other leaves; education; annual salary; DOB; gender; age; citizenship

Purpose: Electronic systems to track faculty information

Users: Director of Administration and Executive Officer in the Dean's Office, Faculty of Social Sciences; Business Manager in the Office of the Provost

Individuals in Bank: Faculty of Social Sciences faculty members

Retention and Disposal: Kept indefinitely

Contact Person: Dean's Office, Faculty of Social Sciences

Name: Faculty of Social Sciences CP/M documentation

Location: Dean's Office Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Department; employee #; name; rank; current salary; merit increase; CP/M factor; new monthly and annual salary

Purpose: Annual salary increase

Users: Director of Administration and Dean, Faculty of Social Sciences

Individuals in Bank: Faculty of Social Sciences faculty members

Retention and Disposal: Kept for 7 years

Contact Person: Dean's Office, Faculty of Social Sciences

Name: Faculty of Social Sciences Faculty CVs

Location: Dean's Office Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name; spouse's name; home address; home telephone number; e-mail address; CV; citizenship information; salary; education history; employment history; reference letters; publications.

Purpose: CV Data Base

Users: Research Admin. Assistant

Individuals in Bank: Faculty of Social Sciences faculty members

Retention and Disposal: Kept indefinitely

Contact Person: Dean's Office, Faculty of Social Sciences

Associate Dean's Office

Name: Microsoft Access Database (Notes on Re-instated Students)

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name, student number, date reinstated and reinstatement conditions

Purpose: to keep track of conditions for students reinstated to Faculty

Users:

Individuals in Bank: students

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Dean

Name: Microsoft Access Data base (Counselling Notes)

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name, student, number, date seen - notes of student appointments.

Purpose: To provide a record of advice given

Users: Assistant Dean and multiple student advisors

Individuals in Bank: students

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Dean

Name: Notes on May Not Continue Students

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name, student number, date seen - notes of interviews with students who are planning to apply for reinstatement.

Purpose: To provide a record of advice given

Users: Assistant Dean, multiple student advisors and Administrative Assistant

Individuals in Bank: students

Retention and Disposal: Kept indefinitely

Contact Person: Assistant Dean

Name: Letter of Permission

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Name, student number, e-mail, Program, Level and mailing address, Social Insurance Number, Date of Birth and citizenship, Institution student will be taking course/s at and session they will be attending

Purpose: To approve courses taken elsewhere for credit towards McMaster degree

Users: Assistant Dean, multiple student advisors and Administrative Assistant

Individuals in Bank: students

Retention and Disposal: hard copies are retained in office until transcripts are received from other institution. After two years if no transcript received hard copy is sent to student's file in Office of the Registrar. Electronic copies are stored on q drive in Social Sciences Office and are deleted periodically.

Contact Person: Assistant Dean

Name: Medical Documentation

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Student Name, Number, Telephone Number, e-mail address, Program, Level; reason for absence from school and worked missed

Purpose: To document student absences and recommend relief

Users: Assistant Dean, multiple student advisors

Individuals in Bank: students

Retention and Disposal: kept for one year and then sent to Office of Registrar to be put in student's file.

Contact Person: Assistant Dean

Name: Petition for Special Consideration

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Student Name, Number, Telephone Number, e-mail address, Program, Level;

Purpose: To allow students to petition for exemptions to university regulations

Users: Assistant Dean, multiple student advisors

Individuals in Bank: students

Retention and Disposal: kept for one year and then sent to Office of Registrar to be put in student's file

Contact Person: Assistant Dean

Name: Petition for Special Consideration - application for Deferred examination

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Student Name, Number, Telephone Number, e-mail Address, Course Term, Instructor

Purpose: To allow students to petition to write a deferred examination

Users: Assistant Dean, multiple student advisors

Individuals in Bank: students

Retention and Disposal: kept for one year and then sent to Office of Registrar to be put in student's file

Contact Person: Assistant Dean

Name: Copies of Grade Sheets

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Course, Instructor, Term, student name, i.d. number and grade in course

Purpose: To keep track of grades submitted through the Faculty of Social Sciences

Users: Assistant Dean, multiple student advisors and Administrative Assistant

Individuals in Bank: students

Retention and Disposal: Copy is retained in office for one year and then destroyed as confidential waste

Contact Person: Assistant Dean

Name: Copies of second degree letters

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Student Name, Number, Program, session and requirements

Purpose: to keep a record of second degree requirements for checking against degree audit

Users: Assistant Dean and multiple student advisors

Individuals in Bank: students

Retention and Disposal: one copy sent to student's file and electronic copy stored and Q drive indefinitely

Contact Person: Assistant Dean

Name: Copies of reinstatement letters

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Student Name, Number, address and conditions of admission

Purpose: to keep a record of letters for reinstated students

Users: Assistant Dean, multiple student advisors and Administrative Assistant

Individuals in Bank: students

Retention and Disposal: one copy sent to student's file in Office of the Registrar and electronic copy stored and Q drive indefinitely

Contact Person: Assistant Dean

Name: Copies of letters regarding Academic Dishonesty received from Instructors or Academic Integrity Office

Location: Faculty of Social Sciences

Legal Authority: McMaster University Act (1976)

Information Held: Student Name, Number, address, course, instructor, description of offence and penalty imposed

Purpose: to retain copies of offences within the Faculty

Users: Associate Dean, Assistant Dean and Administrative Assistant

Individuals in Bank: students, instructors

Retention and Disposal: kept indefinitely

Contact Person: Assistant Dean

Name: Faculty of Social Sciences Annual Awards Brochure

Location: Faculty of Social Sciences
Legal Authority: McMaster University Act (1976)
Information Held: Student Name, Program and Description of Award
Purpose: to retain record of the Faculty of Social Sciences Annual Awards Assembly
Users: Assistant Dean and Administrative Assistant
Individuals in Bank: students
Retention and Disposal: kept indefinitely
Contact Person: Assistant Dean

Anthropology

Name: Faculty Members
Location: Anthropology
Legal Authority: McMaster University Act (1976)
Information Held: Name, rank, office location, extension, email address, home phone number
Purpose: Contact information
Users: Office staff, chair of the department and grad/ugrad directors
Individuals in Bank: Current faculty members
Retention and Disposal: kept indefinitely
Contact Person: Administrator

Name: Office Staff
Location: Anthropology
Legal Authority: McMaster University Act (1976)
Information Held: Name, position, office location, extension, email address, home phone number
Purpose: Contact information
Users: Office staff, chair of the department and grad/ugrad directors
Individuals in Bank: Current staff members
Retention and Disposal: kept indefinitely
Contact Person: Administrator

Name: Research Staff
Location: Anthropology

Legal Authority: McMaster University Act (1976)

Information Held: Name, position, office & lab location, extension, email address, home phone number

Purpose: Contact information

Users: Office staff, chair of the department and grad/ugrad directors

Individuals in Bank: Current research staff

Retention and Disposal: kept indefinitely

Contact Person: Administrator

Name: Grad Students

Location: Anthropology

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, office location, email address, date of birth, social insurance number, academic record, supervisor, scholarships, university support

Purpose: Maintain records, compile statistical data reporting

Users: Admin Assistant, Graduate Program

Individuals in Bank: Current and former students

Retention and Disposal: kept indefinitely

Contact Person: Admin Assistant, Graduate Program

Name: Sessional Instructors

Location: Anthropology

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, office location, email address

Purpose: Contact information

Users: Office staff, chair of the department and grad/ugrad directors

Individuals in Bank: Current Sessional Instructors

Retention and Disposal: kept indefinitely

Contact Person: Administrator

Health, Aging & Society

Name: Key Control

Location: Dept Health, Aging & Society

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, Phone numbers (home, cell), email

Purpose: contact information to get keys returned to department after

Users: Administrative Coordinator, Administrative Assistant

Individuals in Bank: Members of Health, Aging & Society - Chair, Faculty, Staff, Sessionals, Research Assistants, Teaching Assistants

Retention and Disposal: Once key(s) is/are returned, information is shredded

Contact Person: Administrative Assistant

Name: Faculty/Staff Database

Location: Dept Health, Aging & Society

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, Phone numbers (home, cell)

Purpose: Administer employment relationship

Users: Administrative Coordinator, Administrative Assistant

Individuals in Bank: Members of Health, Aging & Society - Chair, Faculty, Staff

Retention and Disposal: If a member of Dept. should leave, information will be deleted

Contact Person: Administrative Assistant

Name: Course Evaluation Database

Location: Dept Health, Aging & Society

Legal Authority: McMaster University Act (1976)

Information Held: Name, course taught, year taught, mean of question 5

Purpose: CPM

Users: administrative Coordinator, Chair

Individuals in Bank: Faculty and/or Sessionals of the Dept of Health, Aging & Society

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Gerontological Studies

Name: Summer Institute on Gerontology, Fall Symposium, spring workshop, Montessori for Dementia Session

Location: KTH 204

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, email, and sometimes phone and Fax for each person that registers; some provide MC or Visa number or personal cheque or cheque from their organization

Purpose: Registration information for educational event

Users: McMaster Centre for Gerontological Studies

Individuals in Bank: All who register for the educational Event

Retention and Disposal: 5 years

Contact Person: Gail Elliot - Chris Due

Name: Aging, Health and Society Newsletter

Location: KTH 204

Legal Authority: McMaster University Act (1976)

Information Held: Name and Address (either personal or business address)

Purpose: For mailing the newsletter

Users: Persons interested in the newsletter/field of aging

Individuals in Bank: All who ask for their name to be on the newsletter mailing list

Retention and Disposal: No end date

Contact Person: Gail Elliot - Chris Due

Institute on Globalization and the Human Condition

Name: Student list (electronic)

Location: IGHC office

Legal Authority: McMaster University Act (1976)

Information Held: Student ID, Student number, mailing address, telephone number, email address, TAsip course name and department, Major Research Paper Title and Supervisor, photocopy billing info

Purpose: Administer Globalization MA program

Users: Administrative Coordinator

Individuals in Bank: Globalization MA Students

Retention and Disposal: Kept indefinitely

Contact Person: IGHC Administrative Coordinator

Name: Student files

Location: IGHC office

Legal Authority: McMaster University Act (1976)

Information Held: Student name, Student ID, Application materials including letters of reference and transcripts, Offer letters, payroll forms, scholarship information and applications, copies of any petitions sent to School of Graduate Studies

Purpose: Administrative Coordinator, Director, Associate Director

Users: Administrative Coordinator

Individuals in Bank: Globalization MA Students

Retention and Disposal: Kept indefinitely

Contact Person: IGHC Administrative Coordinator

Name: Employee files

Location: IGHC office

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; Resume; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer Employment relationship

Users: Administrative Coordinator, Director

Individuals in Bank: Globalization Staff (Research and Regular)

Retention and Disposal: Kept indefinitely

Contact Person: IGHC Administrative Coordinator

Name: Graduate applications

Location: IGHC office

Legal Authority: McMaster University Act (1976)

Information Held: Application (including contact information, date of birth, SIN), reference letters, transcripts, statement of interest (sometimes including resume)

Purpose: Select new MA students

Users: Administrative Coordinator, Director, Associate Director

Individuals in Bank: Globalization MA applicants

Retention and Disposal: Kept for 1 year

Contact Person: IGHC Administrative Coordinator

Name: Faculty applications

Location: IGHC office

Legal Authority: McMaster University Act (1976)

Information Held: Application letter, reference letters, teaching dossier (including course evaluations), sample publication

Purpose: Hire new faculty

Users: Administrative Coordinator, Director, Associate Director, members of the selection committee

Individuals in Bank: Faculty applicants

Retention and Disposal: Kept for 1 year

Contact Person: IGHC Administrative Coordinator

Name: Course evaluation files

Location: IGHC office

Legal Authority: McMaster University Act (1976)

Information Held: Course name, name of faculty member, course evaluation scantron sheets filled out anonymously by students, including comments, course evaluation results by question

Purpose: Administer Globalization MA program; transmit information to departments for Faculty promotion and merit decisions

Users: Administrative Coordinator, Director, Associate Director

Individuals in Bank: Faculty

Retention and Disposal: Kept for 1 year

Contact Person: IGHC Administrative Coordinator

Labour Studies

Name: Staff, Sessional Instructor, CLA Personnel Files

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address; home telephone number; gender; date of birth; employee number; education history; vacation taken; performance appraisals; pay information; union affiliation

Purpose: Administer Employment Relationship

Users: Labour Studies

Individuals in Bank: Staff, Sessional Instructors, CLA

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Summary of Applicants for Teaching Positions

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, education, publications, references, teaching experience

Purpose: Assist hiring committee

Users: Director, Labour Studies and Hiring Committee

Individuals in Bank: Applicants to LS Teaching Positions

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Email distribution lists: d-wsgrads@mcmaster.ca; d-lbstug@mcmaster.ca; d-lbstfa@mcmaster.ca; d-lbstst@mcmaster.ca; d-lbstsl@mcmaster.ca

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: email addresses

Purpose: Send notifications about events, meetings

Users: Labour Studies faculty and staff

Individuals in Bank: Labour Studies undergrad and grad students, faculty, alumni, sessional instructors, staff

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Labour Studies Research Grants

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, research project, research award, ethics approval (if applicable)

Purpose: Administer LS research grants

Users: Administrative Coordinator and Chair & Committee Members, Labour Studies Research Grants

Individuals in Bank: Faculty and Graduate Students

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Graduate Admissions Summary Sheet

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, education, Student id#, scholarship amount

Purpose: Administer graduate program

Users: Graduate Secretary, Chair, Graduate Committee, Members, Graduate Admissions Committee

Individuals in Bank: Applicants to Work & Society Graduate Program

Retention and Disposal: Kept indefinitely

Contact Person: Graduate Secretary

Name: Ontario Graduate Scholarship Applications & Ranking Form

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, Student ID#, transcripts

Purpose: Administer graduate program

Users: Graduate Secretary, Chair, Graduate Committee

Individuals in Bank: Labour Studies and Work & Society Graduate Program

Retention and Disposal: Kept indefinitely

Contact Person: Graduate Secretary

Name: Faculty, Staff Telephone/Address contact list

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, email, home address, home phone number

Purpose: Notification of meetings, events, etc.

Users: Members of Labour Studies

Individuals in Bank: Members of Labour Studies

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Undergraduate Admissions Summary Report

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, Student ID#, courses and marks, level II program decisions

Purpose: Undergraduate Admissions

Users: Director, Labour Studies, Administrative Coordinator

Individuals in Bank: Level I Social Science students seeking admission to a Level 2 program

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Undergraduate Graduated and In-course Awards & Scholarships

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, Student ID #, C.A., S.A.

Purpose: Undergraduate Awards

Users: Director, Labour Studies, Administrative Coordinator

Individuals in Bank: Eligible Level II Students (all faculties with CA > 8.0)

Retention and Disposal: 5 years

Contact Person: Administrative Coordinator

Name: Certificate Student Mailing List

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, Home address

Purpose: Notification of course offerings

Users: Staff

Individuals in Bank: Certificate Students

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Certificate Students Email List

Location: Labour Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name, email address

Purpose: Administer Certificate Program

Users: Staff and Instructors

Individuals in Bank: Certificate Students

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Coordinator

Name: Certificate Student Class Lists with Home Phone Numbers

Location: Labour Studies

Legal Authority: McMaster University Act (1976)
Information Held: Name, student ID #, home phone numbers
Purpose: Administer Certificate Program
Users: Staff and Instructors
Individuals in Bank: Certificate Students
Retention and Disposal: Kept indefinitely
Contact Person: Administrative Coordinator

Name: Undergraduate, Graduate & Certificate Course Evaluations
Location: Labour Studies
Legal Authority: McMaster University Act (1976)
Information Held: Instructor, course, year/term, evaluation
Purpose: Administer programs
Users: Director, Labour Studies and Administrative Coordinator
Individuals in Bank: Undergrad, Grad and Certificate Students
Retention and Disposal: Kept indefinitely
Contact Person: Administrative Coordinator

Labour Studies Certificate Program

Name: Facilitator's Contact List
Location: Labour Studies Certificate Office
Legal Authority: McMaster University Act (1976)
Information Held: name, business and/or home address, home telephone number, fax number, work telephone number, email address, staff contact information
Purpose: notification, telephone use, etc
Users: Labour Studies Certificate Office
Individuals in Bank: Facilitators
Retention and Disposal: Kept indefinitely
Contact Person: Labour Studies Certificate Office

Name: Part-time Instructor Files
Location: Labour Studies Certificate Office

Legal Authority: McMaster University Act (1976)

Information Held: name, business and/or home address, home telephone number, work telephone number, fax number, employee number, email address, emergency contact info, sin number, date of birth, payroll info, CV.

Purpose: Administer employment relationship

Users: Labour Studies Certificate Office

Individuals in Bank: PT Instructors

Retention and Disposal: To be determined

Contact Person: Labour Studies Certificate Office

Name: Staff Personnel Files including student staff

Location: Labour Studies Certificate Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: Labour Studies Certificate Office

Individuals in Bank: LS Certificate Staff

Retention and Disposal: To be determined

Contact Person: Labour Studies Certificate Office

Name: Certificate Students

Location: Labour Studies Certificate Office

Legal Authority: McMaster University Act (1976)

Information Held: Name, student number, home address, home phone number, work phone number, cell number, social insurance number, date of birth, email address, course registrations, student reviewing sheet, certificate copy,

Purpose: maintain up-to-date file on student and status within program

Users: Labour Studies Certificate Office

Individuals in Bank: LS Certificate Students

Retention and Disposal: To be determined

Contact Person: Labour Studies Certificate Office

Name: Big 3 Contact List

Location: Labour Studies Certificate Office

Legal Authority: McMaster University Act (1976)

Information Held: Location, Company Name, address, phone number, fax number, contact person

Purpose: invoicing, telephone contact

Users: Labour Studies Certificate Office

Individuals in Bank: contact person name

Retention and Disposal: To be determined

Contact Person: Labour Studies Certificate Office

Political Science

Name: Faculty Member Contact Sheet

Location: KTH 528

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, phone number, room location, extension, email address

Purpose: Contact information for faculty to be used for meetings, and events

Users: Faculty members and administrative staff in the department

Individuals in Bank: All Full-time tenure track faculty currently active in department

Retention and Disposal: Kept indefinitely and updated annually

Contact Person: Mara Giannotti

Name: Contact Sheet of all currently enrolled Graduate Students (MA and PhDs)

Location: KTH 527

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, phone number, room location, extension, email address

Purpose: Contact information for students to be used by faculty/staff for meetings, and events

Users: Faculty members and administrative staff in the department

Individuals in Bank: All current full-time and part-time graduate students enrolled in our program

Retention and Disposal: Updated annually as new graduate students are admitted

Contact Person: Manuela Dozzi

Name: Contact Sheet for Sessional Lecturers

Location: KTH 527 and KTH 532

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, phone number, room location, extension, email address, salary information, courses taught for the department

Purpose: Notification of issues with students or need to get information relayed to them on behalf of students

Users: Administrative Staff

Individuals in Bank: All currently active sessional lecturers

Retention and Disposal: Updated annually as new sessional lecturers are hired by department

Contact Person: Kathleen Hannan

Name: Graduate Student Database

Location: KTH 527

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, phone number, room location, extension, email address, all courses taken and grades, what are they doing now, results of final comprehensives

Purpose: Records for all Graduate Students in department who have graduated since 1999, to be used for statistical data and OCGS

Users: Administrative Staff

Individuals in Bank: All currently enrolled graduate students and since 1999

Retention and Disposal: Updated on an ongoing basis as information comes in

Contact Person: Manuela Dozzim

Name: Faculty - Overview of Each Member Database

Location: KTH 532

Legal Authority: McMaster University Act (1976)

Information Held: Names, Start Date, Retirement date if applicable, Courses Taught, Promotion Dates, Leaves Taken, Any administrative duties (eg. Chair)

Purpose: For planning purposes; determination of courses, renewal dates for appointments and promotion, upcoming research leaves

Users: Chair of Department along with Administrator

Individuals in Bank: All Full-time tenure track faculty currently in the department and those who have retired in the last five years

Retention and Disposal: Updated twice a year and kept indefinitely for historical purposes

Contact Person: Mara Giannotti

Name: Faculty Personnel Files

Location: KTH 528

Legal Authority: McMaster University Act (1976)

Information Held: Name, Department, home address, telephone number, email, address, date of birth, education history, letters of offer, promotion letters, grants proposals, salary information, copies of publication and promotion material, articles written, award notices

Purpose: Personnel Files and sometimes we need to refer their offer letters for teaching arrangements

Users: Chair of Department along with Administrator

Individuals in Bank: All Full-time Faculty who currently in the department or active members

Retention and Disposal: Indefinitely until they retire

Contact Person: Mara Giannotti

Name: Sessional Lecturer Files

Location: KTH 532

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, telephone number, email, educational history, list of publications and research

Purpose: Personnel Files, Administer employment relationship

Users: Administrator

Individuals in Bank: All Sessional Lecturers currently teaching and of those who have taught in the last 5 years

Retention and Disposal: To be determined

Contact Person: Mara Giannotti

Name: Contractually Limited Appointments Files

Location: KTH 532

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, telephone number, email, educational history, list of publications and research

Purpose: Personnel Files, Administer employment relationship

Users: Administrator

Individuals in Bank: All currently employed Contractually Limited Appointments within the department

Retention and Disposal: To be determined

Contact Person: Mara Giannotti

Name: Full-time and Part-time Casual Personnel Files

Location: KTH 532

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, home telephone number, home email address, gender, date of birth, employee number, education history, employment type, vacation owed or taken, performance appraisals, pay information, union or non-union affiliation, start date and end date if applicable (part-time casual staff)

Purpose: Administer employment relationship

Users: Administrator

Individuals in Bank: All Department of Political Science Full-time and part-time casual staff

Retention and Disposal: To be determined

Contact Person: Mara Giannotti

Name: Research - Part -time Casual Personnel Files

Location: KTH 532

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, home telephone number, home email address, gender, date of birth, employee number, education history, employment type, start date and end date

Purpose: Administer employment relationship

Users: Administrator/Researcher

Individuals in Bank: All Research Assistants that are hired by individual faculty members in the Department

Retention and Disposal: To be determined

Contact Person: Mara Giannotti

Name: Fourth Year Balloting Lists

Location: KTH 527

Legal Authority: McMaster University Act (1976)

Information Held:

Purpose: To be used for 4th Balloting Purposes

Users: Administrative Staff and Faculty Member who is responsible for this year (changes from year to year)

Individuals in Bank: All third year students who wish to go into fourth year must ballot to get into courses

Retention and Disposal: Disposed of after one year

Contact Person: Kathleen Hannan

Religious Studies

Name: Graduate Student Directory

Location: Dept. of Religious Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name of graduate student; home address; home phone number; email address; office location

Purpose: Department record keeping

Users: All members of the Department (faculty, staff and students)

Individuals in Bank: All registered Religious Studies graduate students

Retention and Disposal: Keep indefinitely

Contact Person: Graduate Admin Assistant

Name: Faculty Directory

Location: Dept. of Religious Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name of faculty member; home address; home phone number; office location and extension; email address

Purpose: Department record keeping

Users: Faculty and staff in the Department

Individuals in Bank: All Full-time, sessional lecturers and CLAs

Retention and Disposal: Keep indefinitely

Contact Person: Department Administrator

Name: Graduate Student Database

Location: Dept. of Religious Studies

Legal Authority: McMaster University Act (1976)

Information Held: Name of graduate student; home address; home phone number; email address; office location; birthdate; SIN; Citizenship; Student #; Supervisory Committee members; Awards/ Scholarships; previous schools; grades

Purpose: Department record keeping

Users: Faculty and staff in the Department

Individuals in Bank: All registered and past Religious Studies students

Retention and Disposal: Keep indefinitely

Contact Person: Graduate Admin Assistant

Name: Sessional Lecturer, CLA and Tenure-track Applications

Location: Dept. of Religious Studies

Legal Authority: McMaster University Act (1976)

Information Held: Copies of CVs listing personal information, past work history, and education

Purpose: Department record keeping

Users: Administrator and faculty in the Department

Individuals in Bank: Candidates applying for Religious Studies positions

Retention and Disposal: Keep two years

Contact Person: Department Administrator

Name: Payroll Information

Location: Dept. of Religious Studies

Legal Authority: McMaster University Act (1976)

Information Held: Tables listing employee numbers, courses taught, salary, supplemental fee

Purpose: Department record keeping

Users: Administrator in the Department

Individuals in Bank: Sessional Lecturers and Roll 3 Casual/Temp employees

Retention and Disposal: Keep seven years

Contact Person: Department Administrator

Name: Faculty and Staff Personnel Files

Location: Dept. of Religious Studies

Legal Authority: McMaster University Act (1976)

Information Held: Personnel files with CVs; salary information; confidential letters related to tenure and promotion; etc.

Purpose: Department record keeping

Users: Administrator in the Department

Individuals in Bank: All current and past faculty and staff

Retention and Disposal: Keep indefinitely

Contact Person: Department Administrator

School of Social Work

Name: Faculty and Staff Personnel Files

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, employee number, SIN, home address, phone and fax numbers, email addresses, spouses name and business contact information, CV's, reference letters, appointment letters, salary/merit letters, position assessments, promotion documents

Purpose: emergency contact, merit assessment, promotion assessment, statistics, determine eligibility for tenure and promotion, payroll information

Users: Social Work

Individuals in Bank: School of Social Work regular faculty and staff, sessional instructors, retirees

Retention and Disposal: Keep indefinitely

Contact Person: Administrator

Name: Sessional Instructors

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, address, contract details (course taught, dates, times, remuneration)

Purpose: contracts for sessional teaching

Users: Social Work, Faculty of Social Sciences, Payroll

Individuals in Bank: sessional instructors for Social Work

Retention and Disposal: Keep indefinitely

Contact Person: Administrator

Name: BA/BSW & BSW Students--current and alumnae

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, student number, home and work contact information; transcripts;social work admission assessments, third and fourth year field placement evaluations, advanced standing requests, reference letters

Purpose: Statistics for program reviews: preparation of references for graduate study and employment; historical information

Users: Social Work, Faculty of Social Sciences

Individuals in Bank: Undergraduate Social Work Students

Retention and Disposal: Kept 5 years after graduation

Contact Person: Administrator

Name: Faculty Deployment

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name; annual teaching responsibilities, allocation of banked credits, administrative assignments, research leaves, retirements

Purpose: timetabling; record keeping, historical information, statistical information

Users: Social Work, Faculty of Social Sciences

Individuals in Bank: School of Social Work regular faculty and sessional instructors

Retention and Disposal: Kept indefinitely

Contact Person: Administrator

Name: Course Evaluation Statistics

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: faculty name, course name/number (undergrad and grad) scores

Purpose: merit assessment. Curriculum revision

Users: Social Work, Faculty of Social Sciences

Individuals in Bank: School of Social Work regular faculty and sessional instructors

Retention and Disposal: Kept indefinitely

Contact Person: Administrator

Name: BA/BSW & BSW Grades

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Course #; Term; Student #; Student Name; Initial; # of students in course; final grades; course statistics

Purpose: statistics, historical information, determination of award nominees

Users: Social Work, Faculty of Social Sciences

Individuals in Bank: undergraduate students enrolled in social work courses

Retention and Disposal: Kept 7 years

Contact Person: Administrator

Name: Email contact lists

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, home address/phone/fax numbers, business address/phone/fax, home and business emails

Purpose: Notification of meetings and events

Users: Social Work, Faculty of Social Sciences

Individuals in Bank: faculty, staff, sessional instructors, field instructors, students, agency contacts, alumnae

Retention and Disposal: Kept indefinitely

Contact Person: Administrator

Name: Admission Acceptee Lists

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, student number, phone number, FT/PT status, test score, academic score, total, admission status

Purpose: admission to social work undergraduate programs

Users: Social Work

Individuals in Bank: undergraduate applicants to social work programs

Retention and Disposal: Kept indefinitely

Contact Person: Administrator

Name: Advanced Standing Lists and Correspondence

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, student number, address, program, amount of advanced standing, basis of assessment

Purpose: decision regarding advanced credit

Users: Social Work

Individuals in Bank: Undergraduate Social Work Students

Retention and Disposal: Kept indefinitely

Contact Person: Administrator

Name: Payroll

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: name, address, phone, email, birth date, SIN, voided cheque

Purpose: payroll

Users: Social Work and payroll

Individuals in Bank: undergraduate student actors, markers, sessional instructors, research assistants

Retention and Disposal: Kept indefinitely

Contact Person: Administrator

Name: Undergrad BSW & BA/BSW Admission Applicant Files (electronic & hard copy)

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Supplementary Application form (including all person contact information, schools attended, student number). Social Work Admissions Test, Academic Scores/transcripts. Electronic copy includes only contact information and application information.

Purpose: Maintain information regarding undergrad program application

Users: Social Work

Individuals in Bank: Undergrad BA/BSW & BSW Program applicants

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Undergraduate)

Name: Undergrad Card Index

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Contact Information - home and work;email;program;status;year; student number

Purpose: Maintain card index of current undergraduate student contact information

Users: Social Work

Individuals in Bank: All Undergraduate BA/BSW and BSW students currently enrolled in program

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Undergraduate)

Name: WSIB Information for 3D/4D Course Placements

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name, Student number, supervisor, placement location and contact information

Purpose: maintain information of student placement

Users: Social Work

Individuals in Bank: Undergrad BA/BSW & BSW students and Field Placement Agencies

Retention and Disposal: 7 years

Contact Person: Administrative Assistant (Undergraduate)

Name: 3D/4D In Course Placement Lists and Forms

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name, Student number, supervisor, placement location and contact information

Purpose: Maintain information of student placement for seminar leaders

Users: Social Work

Individuals in Bank: Undergrad BA/BSW & BSW students and Field Placement Agencies

Retention and Disposal: 7 years

Contact Person: Administrative Assistant (Undergraduate)

Name: Community Connections Data Field Placement (Electronic and Hard Copy)

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Contact Information for - agency location and Instructor; student placement opportunity profile

Purpose: Maintain information student placement opportunities

Users: Social Work

Individuals in Bank: Agency Contacts, Field Instructors, Managers, Supervisors

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Undergraduate)

Name: Undergrad Admin Request Database

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: contact information, student number, academic history

Purpose: maintain correspondence with applicants queries

Users: Social Work

Individuals in Bank: Undergrad BA/BSW & BSW Program applicants

Retention and Disposal: 2 years

Contact Person: Administrative Assistant (Undergraduate)

Name: Maximizer Agency/Instructor Placement Database

Location: School of Social Work

Legal Authority: McMaster University Act (1976)
Information Held: Contact Information for - Social Work agency locations and Instructors
Purpose: maintain contact information for student placements
Users: Social Work
Individuals in Bank: Agency Contacts, Field Instructors, Managers, Supervisors
Retention and Disposal: Kept indefinitely
Contact Person: Administrative Assistant (Undergraduate)

Name: Info BSW Email & Socwork Email
Location: School of Social Work
Legal Authority: McMaster University Act (1976)
Information Held: contact information of undergrad applicants, student number, academic history
Purpose: Maintain information Undergrad application inquiries
Users: Social Work
Individuals in Bank: Undergrad BA/BSW & BSW Program applicants
Retention and Disposal: 2 years
Contact Person: Administrative Assistant (Undergraduate)

Name: Admission Files Dead Storage
Location: School of Social Work
Legal Authority: McMaster University Act (1976)
Information Held: Supplementary Application form (including all person contact information, schools attended, student number). Social Work Admissions Test, Academic Scores/transcripts.
Purpose: maintain application files for unsuccessful applicants
Users: Social Work
Individuals in Bank: Undergrad BA/BSW & BSW Program applicants
Retention and Disposal: 2 years
Contact Person: Administrative Assistant (Undergraduate)

Name: Email Contact List
Location: School of Social Work
Legal Authority: McMaster University Act (1976)
Information Held: email contact information of Social Work Agencies, Field Instructors, Managers, Students
Purpose: Maintain up to date email contact information for distribution of information
Users: Social Work

Individuals in Bank: Field Instructors, social Work Agencies, Undergrad BA/BSW & BSW students
Retention and Disposal: Kept indefinitely
Contact Person: Administrative Assistant (Undergraduate)

Name: MSW Admission Files & Database

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Contact information; field; status; year; univ; gender; score; average; offer; TA; scholarship; accept; TOEFL; Status; Comment; references; supplementary statement; transcript and reader assessments

Purpose: Selection of MSW admission applicants, scholarship allocations; teaching assistantship allocations; statistics to the Ontario Council on Graduate Studies and the Canadian Association of Schools of Social Work to aid in making decisions on future government funding allocations and decisions on accreditation

Users: Social Work

Individuals in Bank: MSW Applicants

Retention and Disposal: 2 years

Contact Person: Administrative Assistant (Graduate) Social Work

Name: MSW Card Index

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Student Name; Student #; Field; Year Started; Home Address; Home Phone; Work Phone; Year Graduated

Purpose: Maintain card index of graduate student contact information

Users: Social Work

Individuals in Bank: All MSW students who are currently in the program; alumnae; withdrawn, leave of absence

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

Name: MSW Grade File

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Course #; Term; Student #; Student Name; Initial; Field; # of students in course; final grade; remarks

Purpose: Maintain Final Course Grades

Users: Social Work

Individuals in Bank: Current MSW students enrolled in course
Retention and Disposal: 7 years
Contact Person: Administrative Assistant (Graduate) Social Work

Name: MSW Awards Files & Database
Location: School of Social Work
Legal Authority: McMaster University Act (1976)
Information Held: Name; SIN #; Birth Date; Gender; Student #; education & employment history; reference letters; personal comments & opinions; third party comments & opinions; Type of Award Won; Year; Field; Amount Won
Purpose: Selection of award recipients and maintain list of award winners
Users: Social Work
Individuals in Bank: MSW external awards recipients
Retention and Disposal: 7 years
Contact Person: Administrative Assistant (Graduate) Social Work

Name: MSW Students Nearing Completion of Degree Requirements
Location: School of Social Work
Legal Authority: McMaster University Act (1976)
Information Held: Name; Field; Status; Supervisor; 2nd Reader; Chair; Oral Defense Date; Clear to Graduate Courses; Clear to Graduate Thesis; Thesis Submission Date; send convocation letter
Purpose: Maintain list of current MSW students' progress in completing degree requirements
Users: Social Work
Individuals in Bank: Current MSW students who have completed all of their course work
Retention and Disposal: 7 years
Contact Person: Administrative Assistant (Graduate) Social Work

Name: MSW Alumnae Files & Database
Location: School of Social Work
Legal Authority: McMaster University Act (1976)
Information Held: Student Number; Contact information; Field; Gender; Status; Start Date; Year Graduated; Supervisor; Employment Start Date; Position Title; Employing Organization; Category; Sub-category; Other Studies; Other Study; Type; Year Graduated; Presented or Published Work; Presented to professional audiences; Professional audience details; Presented to academic audiences; Academic audience details; Presented to popular audiences; Popular audience details; oral examination and thesis rating forms

Purpose: Maintain list of alumnae employment; types of employment; publications; presentations

Users: Social Work

Individuals in Bank: All MSW students since 1992

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Faculty Recruitment Files & Database

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Contact information; education & employment history; personal statement; Ranking on suitability of candidate to social work and complement to current faculty; presentation evaluation

Purpose: Selection of new faculty; Employment Equity Job Competition Interview Data; McMaster Employment Equity Programme Applicant Flow Data Full -Time Teaching Staff

Users: Social Work

Individuals in Bank: Faculty recruitment applicant

Retention and Disposal: 7 years

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Faculty Teaching Responsibilities

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name; Home Dept; Rank; Appointment Status; Employment Status; Member Status; Course Name; Course #; Sect. #; Session; Term; Day/Eve; Enrolment; Unit load; Overload; # units; Reason

Purpose: Maintain list of faculty teaching to determine timetabling; allocation of faculty banked teaching credits; future retirements

Users: Social Work

Individuals in Bank: Faculty members

Retention and Disposal: 7 years

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Faculty Research Leaves File & Database

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name; Period of leave requested; Date of Last Leave; Date Eligible for future leave at 6 months and 1 year; Chair's evaluation; Reason for delay or rejection of leave

Purpose: Maintain list of faculty research leaves; decisions on future teaching allocations; make recommendations on faculty research leaves

Users: Social Work

Individuals in Bank: Faculty members

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Faculty Supervisions

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Student name; year began; year completed; banked units; year banked units used

Purpose: Maintain list of faculty thesis supervisions; determine future teaching and administrative responsibilities; statistics for external reviews, Ontario Council on Graduate Studies and Canadian Association of Schools of Social Work

Users: Social Work

Individuals in Bank: Faculty members

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Faculty Addresses and Office Hours

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Room #; extension; home phone; home address; email; status; office hours

Purpose: Maintain list of current faculty; sessional instructors

Users: Social Work

Individuals in Bank: Faculty members and sessional instructors

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Faculty CVs (electronic & hard copy)

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name; Degrees; Employment History; Honours; Scholarly & Professional Activities; Graduate Supervisions; Names of Students Supervised; Graduate Courses; External Research Funding; Internal Research Funding; Publications;

Purpose: Maintain current faculty CVs for Ontario Council on Graduate Studies reviews and Tenure and Promotion cases

Users: Social Work

Individuals in Bank: Faculty Members; Associate Members

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

Name: Email Contact Lists

Location: School of Social Work

Legal Authority: McMaster University Act (1976)

Information Held: Name; Home & Work Address; Phone (home, business, cell), Fax numbers, home & business emails

Purpose: Maintain list of email contacts for general correspondence, notification of meetings, events, etc.

Users: Social Work

Individuals in Bank: Faculty, staff, sessional instructors, field instructors, students, agency contacts, alumnae

Retention and Disposal: Kept indefinitely

Contact Person: Administrative Assistant (Graduate) Social Work

STUDENT SERVICES

Office Of AVP Student Affairs And Dean Of Students

Name: Application for Program/Event Support

Location: Student Affairs, GH-207

Legal Authority: McMaster University Act (1976)

Information Held: Name, Telephone, Email

Purpose: Required as part of process when applying for financial support

Users: Dean of Students

Individuals in Bank: Students

Retention and Disposal: Retained for 1 year

Contact Person: Eva Bodrozic

Name: Personnel Files

Location: Student Affairs, GH-207

Legal Authority: McMaster University Act (1976)

Information Held: Staff Name, Employee ID, Salary, Performance Appraisal

Purpose: Required to process salary increases and budget purposes

Users: AVP Student Affairs, Eva Bodrozic, Gina Robinson, Lesley Johnston

Individuals in Bank: Staff

Retention and Disposal: Retained until employee leaves Student Affairs

Contact Person: Eva Bodrozic

Name: President's Award of Excellence in Student Leadership

Location: Student Affairs, GH-207

Legal Authority: McMaster University Act (1976)

Information Held: Candidate/Student Name, Gender, Faculty, Student No., Current Address, Current Telephone

Number, Permanent Address, Permanent Telephone Number, Email Address, Nominator's Name, Nominator's Signature

Purpose: Required for the purpose of verifying eligibility for award

Users: President, Provost, VP Advancement, AVP Student Affairs, Alumni Representative

Individuals in Bank: Students, Staff, Faculty

Retention and Disposal: Retained for 1 year

Contact Person: Eva Bodrozic

Name: Student Affairs Crisis Notification List

Location: Student Affairs, GH-207

Legal Authority: McMaster University Act (1976)

Information Held: Staff Name, Residence Telephone, Email Address

Purpose: Required as part of the University's Crisis Plan for the purpose of notification

Users: AVP Student Affairs, Eva Bodrozic, Gina Robinson, Dianne Bird, VP Admin

Individuals in Bank: Staff

Retention and Disposal: Retained until employee leaves Student Affairs

Contact Person: Eva Bodrozic

Name: Student Affairs Crisis Notification List

Location: Student Affairs, GH-207

Legal Authority: McMaster University Act (1976)

Information Held: Staff Name, Residence Telephone, Email Address

Purpose: Required as part of the University's Crisis Plan for the purpose of notification

Users: AVP Student Affairs, Eva Bodrozic, Gina Robinson, Dianne Bird, VP Admin

Individuals in Bank: Staff

Retention and Disposal: Retained until employee leaves Student Affairs

Contact Person: Eva Bodrozic

Athletics & Recreation

Name: Adopt-An-Athlete/Marauder

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, phone number, email address, years that they have donated, amount they have donated

Purpose: Track gift giving history

Users: Alumni Advancement Officer

Individuals in Bank: Anyone who has contributed to Adopt-An-Athlete/Marauder

Retention and Disposal: Indefinitely

Contact Person: Alumni Advancement Officer

Name: Athlete Financial Award Information

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, student number, sport, financial award amount, grades (to meet minimum standards)

Purpose: Administer financial awards to student-athletes

Users: Athletic Coordinator

Individuals in Bank: Student-Athletes who receive financial awards

Retention and Disposal: Indefinitely

Contact Person: Athletic Coordinator

Name: Athlete Profile / Coaches (hard copies)

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: name, student #, sport, gender, local address, program, eligibility year, height, weight, position, hometown, high school, home address, phone numbers, email address, photos, academic & athletic awards

Purpose: OUA/CIS Eligibility Regulations

Users: Athletic Director, Athletic Coordinator, Varsity Assistant, Media Relations & Communications Manager & Coordinator

Individuals in Bank: Athletes (800)

Retention and Disposal: Indefinitely

Contact Person: Athletic Coordinator

Name: Camp Registration & Contact

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: name, address, phone number, DOB (children only), email address, gender, emergency contact information, program, membership & course selection, medical information, parent/guardian information

Purpose: Register, mail-out certification cards, receipts

Users: A & R

Individuals in Bank: Anyone who registers for program or membership

Retention and Disposal: Indefinitely (hard copies - 7 years)

Contact Person: Manager of Recreation

Name: Coaches Personnel Files

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, business address, phone number, email address, sport, years of status,

Purpose: Administer employment relationship

Users: A & R

Individuals in Bank: Coaches

Retention and Disposal: Indefinitely

Contact Person: A & R

Name: Code of Conduct Files (Athletics & Intramurals)

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, Student #, Description of situation in which conduct is questioned, investigation, decision

Purpose: Provide history and precedence over code of conduct issues

Users: A & R

Individuals in Bank: Athletes investigated for code of conduct issues

Retention and Disposal: 7 years (hard copy)

Contact Person: A & R

Name: Donor Information Files

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, phone number, email address, donation amount, date of donation, credit card/banking information

Purpose: Track gift giving history

Users: Alumni Advancement Officer

Individuals in Bank: Anyone who has contributed to McMaster A & R

Retention and Disposal: Indefinite

Contact Person: Alumni Advancement Officer

Name: Incident/Accident Report Files

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Description of incident, name, address, phone number, DOB, treatment, follow-up

Purpose: Develop history of incident/accidents

Users: Alumni Advancement Officer

Individuals in Bank: Anyone who has had an incident/accident report

Retention and Disposal: 7 years

Contact Person: Manager of Recreation

Name: Medicals (Athletes)

Location: A&R Sport Med clinic -paper files in locked file cabinet ; outdated are held in locked storage room DBAC ; computer files backed up on server housed in DBAC building & with Abelmed software provider

Legal Authority: McMaster University Act (1976); colleges of physicians; college of physio

Information Held: name, student #, HIN, DOB, private insurance coverage info, local & permanent addresses; personal medical history & updates every year of eligibility; nutritional & health status, exercise prescriptions

Purpose: clearance to play by physician; initial assessments & continuing treatment until discharged

Users: Sport Medicine; physios;RMT;pedorthist;orthopedic Surgeon, primary care docs

Individuals in Bank: Athletes (800)

Retention and Disposal: 7 years

Contact Person: Manager of Sport Medicine

Name: Patient Records

Location: A&R Sport Med clinic -paper files in locked file cabinet ; outdated are held in locked storage room DBAC ; computer files backed up on server housed in DBAC building & with Abelmed software provider

Legal Authority: McMaster University Act (1976); colleges of physicians ; colleges of

Information Held: name, student or employee #, HIN, DOB, private insurance coverage info, local & permanent addresses; personal medical history ; lab & hospital reports ; X rays ; credit card information for billing

Purpose: for reference for treatment and consent to treat ; for liability coverage ; to co-ordinate specialist services beyond scope of clinic

Users: Sport Medicine; physios;RMT;pedorthist;orthopedic Surgeon, primary care docs

Individuals in Bank: Clinic Patients – 2500

Retention and Disposal: 7 years

Contact Person: Manager of Sport Medicine

Name: Program & Membership Waivers

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: name, address, phone number, DOB (children only), email address, employee #, gender, emergency contact information, program, membership & course selection, student # (active connection to Student Records), waiver signature, credit card information

Purpose: Register, mail-out certification cards, receipts

Users: A&R

Individuals in Bank: Anyone who registers for camp programming

Retention and Disposal: Indefinitely (hard copies - 7 years)

Contact Person: Manager of Recreation

Name: Program Registration Records (hard copies & are also kept)

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: name, address, phone number, DOB (children only), email address, employee #, gender, emergency contact information, program, membership & course selection, student # (active connection to Student Records)

Purpose: Register, mail-out certification cards, receipts

Users: A&R

Individuals in Bank: Anyone who registers for program or membership

Retention and Disposal: Indefinitely (hard copies - 7 years)

Contact Person: Manager of Recreation

Name: Recruitment Files

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, address, phone number, email address, high school, sport, position

Purpose: To recruit top athletes to McMaster

Users: A&R varsity coaches

Individuals in Bank: Recruited Athletes

Retention and Disposal: Varies (TBD)

Contact Person: Full-Time Coaches

Name: Sport Medicine - Staff Information for Human Resources and College Requirements

Location: A&R Sport Med clinic - binder ; contact lists

Legal Authority: McMaster University Act (1976)

Information Held: copies of medical, admin and student therapist certifications and qualifications

Purpose: for liability in provision of healthcare services

Users: Clinic Management; University HR

Individuals in Bank: 75 (healthcare providers plus student therapists and admin staff)

Retention and Disposal: continual

Contact Person: Manager of Sport Medicine

Name: Staff Personnel Files

Location: A&R

Legal Authority: McMaster University Act (1976)

Information Held: Name, Home address, home telephone number, home email address, gender, DOB, employee #, SIN, education history, employment type, performance appraisals, pay information, vacation, union affiliation

Purpose: Administer employment relationship

Users: A&R

Individuals in Bank: All A & R Staff

Retention and Disposal: Indefinite

Contact Person: A & R

Titles Bookstore

Name: Book Club database

Location: Bookstore database

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Phone number, email, Purchases

Purpose: To track customer purchase for rewards program

Users: Trade book staff

Individuals in Bank: Customers

Retention and Disposal: Indefinite

Contact Person: Mark Lefebvre

Name: HSB VIP customer file

Location: Bookstore, GH-B101

Legal Authority: McMaster University Act (1976)

Information Held: Credit card information for VIP customers.

Purpose: Used for filling book orders

Users: Store Manager

Individuals in Bank: Staff Physicians

Retention and Disposal: Ongoing basis.

Contact Person: Barry Petrie

Name: Ontario Nurse Practitioner's Programme file

Location: Bookstore Locked file cabinet

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Phone number, email address, credit card information

Purpose: Used for filling web based book orders

Users: Store Manager and Web clerk

Individuals in Bank: Customers

Retention and Disposal: Held for length of program and then shredded.

Contact Person: Barry Petrie

Name: Outstanding order file

Location: Bookstore Locked file cabinet

Legal Authority: McMaster University Act (1976)

Information Held: Credit card / purchase order number and shipping information

Purpose: Used for filling web based book orders

Users: Special Orders and web clerk

Individuals in Bank: Customers

Retention and Disposal: Held until order completion

Contact Person: Barry Petrie

Name: Part-time/Full-time payroll files

Location: Bookstore, GH-B101

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Sin, Pay Rate

Purpose: Payroll Calculation

Users: Bookstore Management

Individuals in Bank: P/T and F/T staff members

Retention and Disposal: Kept indefinitely

Contact Person: Donna Walker

Name: Possim Database

Location: Bookstore, GH-B101

Legal Authority: McMaster University Act (1976)

Information Held: Name, Address, Phone number, email, Purchases

Purpose: Special orders

Users: Micro Computer Manager & Supervisors

Individuals in Bank: Customers

Retention and Disposal: 7 years

Contact Person: David Ryan

Name: Preorder Convocation Database
Location: Bookstore, GH-B101
Legal Authority: McMaster University Act (1976)
Information Held: Name, Address, Phone number, email
Purpose: To facilitate Special Pre-order and pickup arrangements.
Users: General Merchandise staff
Individuals in Bank: Customers
Retention and Disposal: 1 year
Contact Person: Donna Shapiro

Name: Special Order Database
Location: Bookstore, GH-B101
Legal Authority: McMaster University Act (1976)
Information Held: Name, Address, Phone number, email
Purpose: Special orders
Users: Bookstore staff
Individuals in Bank: Customers
Retention and Disposal: Kept indefinitely
Contact Person: Donna Shapiro

Name: Sponsored Student file
Location: Bookstore locked file cabinet.
Legal Authority: McMaster University Act (1976)
Information Held: Name, Sponsoring agency, student ID number.
Purpose: Organizations sponsor students and this is the method used for tracking
Users: Customer service staff
Individuals in Bank: Sponsored student.
Retention and Disposal: Updated Yearly.
Contact Person: Donna Shapiro

Name: Staff Contact list
Location: Bookstore locked file cabinet.
Legal Authority: McMaster University Act (1976)
Information Held: Name, Address, Phone number
Purpose: Used for contacting staff

Users: Supervisors / Managers
Individuals in Bank: P/T and F/T staff members
Retention and Disposal: Updated bi-annually
Contact Person: Donna Shapiro

Campus Health Centre (CHC)

Name: Clinicare
Location: MUSC-B101b
Legal Authority: McMaster University Act (1976)
Information Held: Student ID and health information
Purpose: Health care information for medical assessments
Users: Campus Health Physicians and staff
Individuals in Bank: Students of McMaster University that use our Medical services
Retention and Disposal: Indefinitely
Contact Person: Julie Fairservice, Director and Rosanne Kent, Manager

Name: Dispensing Birth Control
Location: MUSC-B101b
Legal Authority: McMaster University Act (1976)
Information Held: Student ID and Birth Control Information
Purpose: Dispense BC
Users: Campus Health Physicians and staff
Individuals in Bank: Students of McMaster University that use our Medical services
Retention and Disposal: Indefinitely
Contact Person: Julie Fairservice, Director and Rosanne Kent, Manager

Name: MPMS
Location: MUSC-B101b
Legal Authority: McMaster University Act (1976)
Information Held: Student ID and health information
Purpose: Health care information for medical assessments
Users: Campus Health Physicians and staff

Individuals in Bank: Students of McMaster University that use our Medical services

Retention and Disposal: Indefinitely

Contact Person: Julie Fairservice, Director and Rosanne Kent, Manager

Career Services

Name: Career Counselling Client Files

Location: Gilmour Hall 110 F (Central File Archive)

Legal Authority: McMaster University Act (1976)

Information Held: Student and Alumni: name, student number, date(s) of appointments with counsellors, name of counsellor, career related personal information (interests, values, skills, goals, past experience, aspirations, etc), and prescribed intervention.

Purpose: Client notes are an important reference material for career counsellors in working with their clients

Users: Individual career and employment counsellors

Individuals in Bank: McMaster students and alumni

Retention and Disposal: 7 years retention then disposed

Contact Person: Patrick Burek, Career Counselling Leader

Name: CareerLinks Mentor Database

Location: Gilmour Hall 110 F (Central File Archive)

Legal Authority: McMaster University Act (1976)

Information Held: Mentor names, occupation, place of employment, work and home contact information, email, history of program participation

Purpose: Formal mentorship program available to McMaster students and recent graduates

Users: Program coordinator, Web and Systems Administrators note: through MacID students can access mentor name and contact information for purposes of career exploration

Individuals in Bank: CareerLinks Mentors

Retention and Disposal: Indefinitely

Contact Person: Patrick Burek, Career Counselling Leader

Name: ClockWork Scheduler/Database

Location: Gilmour Hall 110 F (Central File Archive)

Legal Authority: McMaster University Act (1976)

Information Held: Student and Alumni: name, student number, date(s) of appointments with Career Service Staff, contact information and address, name of counsellor or advisor, reason for appointment as requested by client, duration of appointment, counsellor/advisor's asses

Purpose: Information in our scheduler/database (ClockWork) is used for booking appointments and keeping statistics on who is using our services and for what reasons

Users: Career Service staff

Individuals in Bank: Current and former McMaster students

Retention and Disposal: 7 years retention then disposed

Contact Person: Patrick Burek, Career Counselling Leader

Name: Employer Relations Maximizer Database

Location: Gilmour Hall 110 F (Central File Archive)

Legal Authority: McMaster University Act (1976)

Information Held: Company and Employer Contact records including company profile, address, telephone number, email, interests

Purpose: Record of employers participating in summer and graduate recruitment programs

Users: Employer Relations Officer

Individuals in Bank: Employer and contact names

Retention and Disposal: Indefinitely

Contact Person: Angela Fortino

Name: OSCAR: Online Student Career and Recruitment site

Location: Online: <https://oscar.mcmaster.ca/admin> (note: server is located on campus - hosted by UTS)

Legal Authority: McMaster University Act (1976)

Information Held: 1 - Student and Alumni name, home address, telephone number, email, faculty, degree, major, sex, MacID, expected graduation date, placement information; also includes document uploads such as resume, cover letter, writing samples, unofficial record of graduation

Purpose: Primary employment site for McMaster students and alumni to search and apply to opportunities and sign up for career events

Users: Administrators located across campus in career offices; administrator in Student Financial Aid; students have access via MacID and password; employers have access via assigned username and password (note: employers do not have access to student profiles)

Individuals in Bank: Current and former McMaster students; Employers and contacts

Retention and Disposal: TBD

Contact Person: Kim Pedlar

Name: Personnel Staff Files

Location: Offices of Individual Managers with in Gilmour Hall 110

Legal Authority: McMaster University Act (1976)

Information Held: Name, home address, home contact information, demographic information- date of birth, employee number, education and employment history as submitted by employee, vacation time, sick days, performance appraisals, pay information

Purpose: Meeting the information needs for supervision of employee, emergency contact information, performance history for appraisal and development

Users: Individual Career Services Supervisors/Managers

Individuals in Bank: All Career Services staff members

Retention and Disposal: Kept while staff members is an employee then indefinitely for now

Contact Person: Patrick Burek, Kim Pedlar, Gina Robinson

Centre for Student Development

Name: Academic Skills Data base

Location: Career Services

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations, notification of group times and changes

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Academic Skills Counsellor

Name: Clockwork Data Base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976), Regulated Health Professions Act (1991)

Information Held: Student number, name, gender, date of birth, local address, local telephone number, permanent address, permanent telephone number, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, e

Purpose: maintain list of client users, send out evaluations, notification of appointments and changes

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator

Name: English as Second Language (ESL) data base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations,

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Manager of International Students

Name: International Student Services Data Base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Manager of International Students

Name: Leadership Program data base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations, notification of group times and changes

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Program Coordinator for Special Programs

Name: Peer Helper data base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations, reference letters

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Program Coordinator for Special Programs

Name: Speakeasy data base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations, reference letters

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Manager of International Students

Name: Writing Clinic data base

Location: Career Services, GH-110

Legal Authority: McMaster University Act (1976)

Information Held: Student number, name, gender, date of birth, email address, faculty and program, year of study, status at university (graduate or undergraduate, full time, part-time, etc.) local address, local telephone number, permanent address, permanent telephone number

Purpose: maintain list of client users, send out evaluations, reference letters

Users: Centre for Student Development staff

Individuals in Bank: student client users of Centre

Retention and Disposal: kept indefinitely

Contact Person: Director, Clinical Director, Disability Manager, System Administrator, Academic Skills Counsellor

First Year Experience Office

Name: Mac Pass Sales

Location: FYEO

Legal Authority: McMaster University Act (1976)

Information Held: Name, student #, email, phone, method of payment

Purpose: track sales and keep record of deposits in case of refund

Users: FYEO, SABO

Individuals in Bank: students

Retention and Disposal: 1 yr

Contact Person: Michele Corbeil

Name: Orientation on-line registrations

Location: FYEO

Legal Authority: McMaster University Act (1976)

Information Held: name, student #, email, needs assessment info (e.g. what's on your mind...), on/off campus status, First Generation Student status

Purpose: track attendance and collect needs assessment data

Users: FYEO, student planning groups (for generic needs assessment results - no personal information), Faculty Program Offices,

Individuals in Bank: students

Retention and Disposal: 1 yr

Contact Person: Danielle Stayzer

Hospitality Services

Name: Catering Functions/Events Document

Location: Paradise Catering Office

Legal Authority: McMaster University Act (1976), Personal Information Protection and Electronic Documents Act; 2000, c. 5

Information Held: Name; Home Address; Home Telephone Number; Cheque; Credit Card Number

Purpose: Contacting the customer/ Payment for the booked events

Users: Catering Team: Receptionist; Assistant Managers; Associate Manager; Manager; Executive Chef; Banquet Chef,

Individuals in Bank: Customers

Retention and Disposal: Kept for 3 years for filing; Shredded when over 3 years

Contact Person: Catering Manager

Name: Hourly Employee Grievance Files

Location: HS Main Office, Director Office

Legal Authority: McMaster University Act (1976)/ Collective Agreement (SEIU, Local. on. 2)

Information Held: Name; Home Address; Home Telephone Number; Nature of Complaint; Date of Complaint; Grievance Number; Evidence submitted by complainant and respondent(s); Determination of Hearing Panel

Purpose: Maintain record of judicial cases

Users: Director; Unit Managers; Human Resources

Individuals in Bank: Hourly Employee (SEIU, Local. on. 2)

Retention and Disposal: Kept Indefinitely

Contact Person: Director/Human Resources

Name: Hourly Employee Personal File Record

Location: HS Main Office, Staffing Coordinator Office

Legal Authority: McMaster University Act (1976)/ Collective Agreement (SEIU, Local. on. 2)

Information Held: Name; Home Address; Home Telephone Number; Emergency Contact Name; Emergency Contact Phone Number; Resume; Citizenship Information; Diploma/Training Certificate; Social Insurance Number; Driving License Number; Rate of Pay; Seniority Date; Started Date

Purpose: Employment Filing Requirement as part of the applying, hiring, maintaining the updated record

Users: Staffing Coordinator; Associate Managers -Support Services; Unit Managers; Director

Individuals in Bank: Hourly Employee (SEIU, Local. on. 2)

Retention and Disposal: Kept Indefinitely

Contact Person: Staffing Coordinator; Associate Manager -Support Services

Name: Hourly Employee Personal File Record

Location: HS Main Office, Staffing Coordinator Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; Home Address; Home Telephone Number; Emergency Contact Name; Emergency Contact Phone Number; Resume; Citizenship Information; Diploma/Training Certificate; Social Insurance Number; Driving License Number; Rate of Pay; Started Date; Disciplinary Record

Purpose: Employment Filing Requirement as part of the applying, hiring, maintaining the updated record

Users: Staffing Coordinator; Associate Managers -Support Services; Unit Managers; Director

Individuals in Bank: Hourly Employee (Casual Employee, Roll 3)

Retention and Disposal: Kept Indefinitely

Contact Person: Staffing Coordinator; Associate Manager -Support Services

Name: Hourly Employee Personal File Record

Location: HS Main Office, Associate Manager -Support Services Office

Legal Authority: McMaster University Act (1976)

Information Held: Name; Home Address; Home Telephone Number; Emergency Contact Name; Emergency Contact Phone Number; Resume; Citizenship Information; Diploma/Training Certificate; Social Insurance Number; Driving License Number; Rate of Pay; Started Date; Disciplinary Record

Purpose: Employment Filing Requirement as part of the applying, hiring, maintaining the updated record

Users: Associate Managers -Support Services; Director

Individuals in Bank: Hourly Employee (Casual Employee, Roll 3 -Student/Administration Area)

Retention and Disposal: Kept Indefinitely

Contact Person: Associate Manager -Support Services

Name: Salaried Employee Contact Information

Location: HS Main Office, Associate Manager -Support Services Office; ; Director Office; Unit Managers Office
Legal Authority: McMaster University Act (1976)
Information Held: Name; Home Address; Home Telephone Number; Emergency Contact Name; Emergency Contact Phone Number; Mobile Phone Number
Purpose: Notification of Emergency
Users: Managers; Director
Individuals in Bank: Salaried Employee (TMG, CAW)
Retention and Disposal: Revised when New Members Joined; Shredded when Resigned
Contact Person: Associate Manager -Support Services

Name: Salaried Employee Personal File Record
Location: HS Main Office, Director Office
Legal Authority: McMaster University Act (1976)
Information Held: Name; Home Address; Home Telephone Number; Emergency Contact Name; Emergency Contact Phone Number; Resume; Citizenship Information; Diploma/Training Certificate; Social Insurance Number; Driving License Number; Rate of Pay; Started Date; Disciplinary Record
Purpose: Employment Filing Requirement as part of the applying, hiring, maintaining the updated record
Users: Managers; Director
Individuals in Bank: Salaried Employee (TMG, CAW)
Retention and Disposal: Revised when New Members Joined; Shredded when Resigned
Contact Person: Director

Name: Salaried Employee Personal File Record
Location: HS Main Office, Director Office
Legal Authority: McMaster University Act (1976)
Information Held: Name; Home Address; Home Telephone Number; Emergency Contact Name; Emergency Contact Phone Number; Resume; Citizenship Information; Diploma/Training Certificate; Social Insurance Number; Driving License Number; Rate of Pay; Started Date; Disciplinary Record
Purpose: Employment Filing Requirement as part of the applying, hiring, maintaining the updated record
Users: Managers; Director
Individuals in Bank: Salaried Employee (TMG, CAW)
Retention and Disposal: Revised when New Members Joined; Shredded when Resigned
Contact Person: Director

Housing & Conference Services

Name: Conference Services - Accommodation Forms

Location: McKay Hall 124 (Conference Office) and/or Brandon Hall B101 (Conference Storage)

Legal Authority: McMaster University Act (1976)

Information Held: Name, sex, address, telephone number, email, credit card info

Purpose: To process accommodation requests for Conference and/or Summer Guests staying on campus between May and August

Users: Housing & Conference Services Staff (Conference Services and Residence Facilities)

Individuals in Bank: Guests staying on campus during May to August (short term and/or long term)

Retention and Disposal: 7 years

Contact Person: Dianne Carment

Name: Housing and Conference Service Payroll Information

Location: C-101, Housing Office

Legal Authority: McMaster University Act (1976)

Information Held: Name, sex, birthdate, SIN number, address, telephone number and banking information

Purpose: To pay part-time, full-time temporary and casual employees

Users: Laura Latimer and McMaster University Payroll Department

Individuals in Bank: Students, part-time employees, temporary full-time employees and casual employees.

Retention and Disposal: 7 years

Contact Person: Laura Latimer

Judicial Affairs

Name: Community Accountability Program Volunteer selection

Location: Judicial Affairs, GH 206

Legal Authority: McMaster University Act (1976)

Information Held: Student (name, ID, address, telephone, email)

Purpose: Recruitment of Volunteers

Users: Tim Cameron (Student Conduct Officer)

Individuals in Bank: Students

Retention and Disposal: Records are kept for the duration of the volunteer placement.

Contact Person: Tim Cameron

Name: Peer Conduct Board and Advisor Recruitment

Location: Judicial Affairs, MKR 124

Legal Authority: McMaster University Act (1976)

Information Held: Student (name, ID, address, telephone, email)

Purpose: Recruitment of Volunteers

Users: Corinna Fitzgerald (Judicial Affairs Coordinator)

Individuals in Bank: Students

Retention and Disposal: Records are kept for the duration of the volunteer placement.

Contact Person: Corinna Fitzgerald

Name: Student Code of Conduct Report

Location: Student Affairs, GH-207

Legal Authority: McMaster University Act (1976)

Information Held: Student (name, ID, address, telephone, email)

Purpose: Contacting the student involved in misconduct

Users: Judicial Affairs Coordinator (Corinna Fitzgerald), Student Conduct Officer (Tim Cameron), Student Affairs Investigating Officer (Eva Bodrozic)

Individuals in Bank: Students

Retention and Disposal: Records are kept until the student graduates

Contact Person: Eva Bodrozic

Name: Student Hiring

Location: Judicial Affairs, MKR 124

Legal Authority: McMaster University Act (1976)

Information Held: Student (name, ID, address, telephone, email)

Purpose: Selection of part time and full time student staff

Users: Corinna Fitzgerald (Judicial Affairs Coordinator)

Individuals in Bank: Students

Retention and Disposal: Records are kept for the duration of the employment contract.

Contact Person: Corinna Fitzgerald

Off-Campus Resource Centre (OCRC)

Name: Landlord Registry

Location: OCRC, MUSC-B112

Legal Authority: McMaster University Act (1976)

Information Held: First name, Last name, Home Address, Home Phone Number, Business Phone Number, Email, Rental Address(es), Rental details, Rental Pictures

Purpose: To provide a Rental Housing listing service for McMaster Students and local Landlords.

Users: Off-Campus Resource Centre Staff has full access, Public has access to Rental Information only.

Individuals in Bank: Local Landlords

Retention and Disposal: Indefinitely

Contact Person: Mike Ferguson or Jenn Kleven

Student Affairs Business Office

Name: MAPS students information

Location: Student Affairs Business Office, C-116

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; student number

Purpose: Issue student services user fee card

Users: MacExpress Centre

Individuals in Bank: All user fee card holders

Retention and Disposal: Years card active

Contact Person: Elizabeth Zelek

Name: Staff Personnel Files

Location: Student Affairs Business Office, C-116

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; social insurance number; education history; employment type; vacation owed or taken; performance appraisals; pay information; seniority dates; union affiliation

Purpose: Administer employment relationship

Users: Student Affairs Business Office

Individuals in Bank: All SABO and Hospitality Services staff
Retention and Disposal: To be determined
Contact Person: Elizabeth Zelek

Name: Student and Staff meal plan database
Location: Student Affairs Business Office, C-116
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; home email address; gender; date of birth; student and/or employee number; meal plan transaction history
Purpose: Administer meal plans
Users: MacExpress Centre
Individuals in Bank: All meal plan holders
Retention and Disposal: Years meal plan active plus 2 years
Contact Person: Elizabeth Zelek

Student Financial Aid & Scholarships

Name: Donor files re scholarships and bursaries
Location: SFAS
Legal Authority: McMaster University Act (1976)
Information Held: Name; home address; home telephone number; home email address; gender; business contact information; financial information re donation history; copies of wills; personal comments & correspondence
Purpose: Administer trust funds and preserve historical information
Users: SFAS
Individuals in Bank: Donors (includes alumni, students, staff, Faculty; corporate, foundation & other friends)
Retention and Disposal: Kept indefinitely
Contact Person: Elizabeth Seymour

Name: OSAP and other provincial and federal aid & award program files; U.S. and out-of-province loan program files
Location: SFAS
Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; campus address; campus phone number & e-mail; gender; date of birth; student number; SIN number; academic information; work history; personal and family financial information; disability status

Purpose: Administer governmental awards and financial aid

Users: SFAS

Individuals in Bank: Data re all students who apply for these programs.

Retention and Disposal: 20 years

Contact Person: Elizabeth Seymour

Name: Recruitment Files

Location: SFAS

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; education history; employment history; references

Purpose: Administer recruitment function

Users: SFAS

Individuals in Bank: All employment applications received in previous 12 months

Retention and Disposal: 12 months

Contact Person: Elizabeth Seymour

Name: Scholarship, bursary and work programs files (institutional)

Location: SFAS

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; campus address; campus phone number & e-mail; gender; date of birth; student number; academic information; work history; personal and family financial information; award payments; references;

Purpose: Administer University awards and financial aid

Users: SFAS

Individuals in Bank: Data re all students who apply for these programs.

Retention and Disposal: seven years

Contact Person: Elizabeth Seymour

Name: Staff Personnel Files

Location: SFAS

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: SFAS

Individuals in Bank: All SFAS staff

Retention and Disposal: To be determined

Contact Person: Elizabeth Seymour

Name: Student appeals re financial aid

Location: SFAS

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; campus address; campus phone number & e-mail; gender; date of birth; student number; SIN number; academic information; work history; personal and family financial information; disability status

Purpose: Administer governmental awards and financial aid

Users: SFAS

Individuals in Bank: Data re all students who apply for these programs.

Retention and Disposal: 20 years

Contact Person: Elizabeth Seymour

Name: Student appeals re scholarship retention

Location: SFAS

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; campus address; campus phone number; gender; date of birth; student number; academic information; work history; personal information; references; medical information

Purpose: Administer University awards and financial aid

Users: SFAS

Individuals in Bank: Data re all students who apply for these programs.

Retention and Disposal: seven years

Contact Person: Elizabeth Seymour

UNIVERSITY SECRETARIAT

Name: Board Member Profiles

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; spouse's name; children's names; home address; home telephone number; home fax number; home email address; business address; business telephone number; business fax number; business email address; staff contact information; résumé; citizenship information; photograph

Purpose: Government filing requirements; notification of meetings and events; determining membership eligibility

Users: University Secretariat; President and Vice-Presidential offices; Office of Public Relations; select information disclosed to COU and Ministry of Consumer & Business Services

Individuals in Bank: Members of Board of Governors and their family members

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Senate Member Contact sheets

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; business and/or home address; business and/or home telephone number; email address; staff contact information;

Purpose: Notification of meetings and events

Users: University Secretariat; President and Vice-Presidential offices; Office of Public Relations

Individuals in Bank: Members of Senate

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Honorary Degree Recipients

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; gender; degree awarded; date of convocation; notes on career

Purpose: Avoiding duplication; Historical information

Users: University Secretariat; President's Office; Committee on Honorary Degrees: select information is shared with Senate and Board on a 'need to know' basis; Office of Public Relations

Individuals in Bank: Honorary Graduands of McMaster University since 1892

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Potential Honorary Degree Recipient Files

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; age; place and date of birth; gender; citizenship information; home address; home telephone number; family members; education history; employment history; reference letters; photographs; personal comments and opinions; third party comments and opinions

Purpose: Selection of honorary degree recipients and preparation of citation

Users: University Secretariat; President's Office; Committee on Honorary Degrees; Office of Public Relations; select information is shared with Senate and Board on a 'need to know' basis

Individuals in Bank: Honorary degree nominees

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Distinguished University Professors Database

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; department; date of appointment as Distinguished University Professor; date of retirement

Purpose: Maintain list of those faculty who have been given the title Distinguished University Professor

Users: University Secretariat; President and Vice-Presidential Offices; the Senate Committee on Appointments; select information is shared with Senate and Board on a 'need to know' basis; Office of Public Relations;

Individuals in Bank: All McMaster faculty on whom the title Distinguished University Professor has been bestowed

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Canada Research Chairs Database

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; department; Faculty; title of chair; funding agency; level of funding; date of appointment; length of appointment

Purpose: Maintain list of Canada Research Chairs; determine renewal dates for appointments

Users: University Secretariat, President and Vice-Presidential Offices; the Senate Committee on Appointments; select information is shared with Senate and Board on a 'need to know' basis

Individuals in Bank: All McMaster faculty who have been awarded a Canada Research Chair

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Endowed Chairs Database

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; title of chair; Faculty; date of appointment; term; previous chairholder

Purpose: Maintain list of Endowed Chairs; determine renewal dates for appointments

Users: University Secretariat; President and Vice-Presidential Offices; the Senate Committee on Appointments; select information is shared with Senate and Board on a 'need to know' basis

Individuals in Bank: All McMaster faculty who have been appointed to an Endowed Chair

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Professorships Database

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name, title of chair; date of appointment; term

Purpose: Maintain list of Professorships; determine renewal dates for appointments

Users: University Secretariat; President and Vice-Presidential Offices; the Senate Committee on Appointments; select information is shared with Senate and Board on a 'need to know' basis

Individuals in Bank: All McMaster faculty who have been appointed to named Professorships

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Industrial Research Chairs Database

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; department, title of chair; sponsor; date of appointment; term; previous holder
Purpose: Maintain list of Industrial Research Chairs; determine renewal dates for appointments
Users: University Secretariat; President and Vice-Presidential Offices; the Senate Committee on Appointments; select information is shared with Senate and Board on a 'need to know' basis
Individuals in Bank: All McMaster faculty who have been appointed to Industrial Research Chairs
Retention and Disposal: Kept indefinitely
Contact Person: University Secretary

Name: Student Appeal Files
Location: University Secretariat
Legal Authority: McMaster University Act (1976)
Information Held: Name; address; telephone number; email address; nature of appeal; date of appeal; evidence submitted by appellant and respondent; determination of tribunal; report to Senate
Purpose: Maintain record of judicial cases; search for precedents; compile statistical information
Users: University Secretariat, Tribunal of Senate Board for Student Appeals; Respondent; select information is shared with Senate and Board on a 'need to know' basis
Individuals in Bank: Students who have launched a formal appeal before the Senate Board for Student Appeals
Retention and Disposal: Kept indefinitely
Contact Person: University Secretary

Name: Faculty Appeal Files
Location: University Secretariat
Legal Authority: McMaster University Act (1976)
Information Held: Name; department; address; telephone number; email address; nature of appeal; date of appeal; evidence submitted by appellant and respondent; determination of tribunal
Purpose: Maintain record of judicial cases; search for precedents; compile statistical information
Users: University Secretariat; Appeal Tribunal; Respondent; select information is shared with Senate and Board on a 'need to know' basis
Individuals in Bank: Members of faculty who have launched a formal appeal of a tenure or promotion decision
Retention and Disposal: Kept indefinitely
Contact Person: University Secretary

Name: Sexual Harassment and Anti-Discrimination Grievance Files
Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; department; address; telephone number; email address; nature of complaint; date of complaint; evidence submitted by complainant and respondent; determination of Hearing Panel

Purpose: Maintain record of judicial cases; search for precedents; compile statistical information

Users: University Secretariat; Hearing Panel; Respondent; select information is shared with Senate and Board on a 'need to know' basis

Individuals in Bank: Individuals who have launched a grievance regarding sexual harassment or discrimination; respondents in any such grievance

Retention and Disposal: Kept indefinitely

Contact Person: University Secretary

Name: Staff Personnel Files

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; home email address; gender; date of birth; employee number; education history; employment type; vacation owed or taken; performance appraisals; pay information; union affiliation

Purpose: Administer employment relationship

Users: University Secretariat

Individuals in Bank: All University Secretariat staff

Retention and Disposal: To be determined

Contact Person: University Secretary

Name: Senior Administrative Personnel Files

Location: University Secretariat

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; date of birth; pay information

Purpose: Corporate Record keeping; historical interest

Users: Board of Governors

Individuals in Bank: Select Senior Executives

Retention and Disposal: To be determined

Contact Person: University Secretary

UNIVERSITY TECHNOLOGY SERVICES

Name: Email Account File

Location: CGPSRV1

Legal Authority: McMaster University Act (1976)

Information Held: Students - Initials and surname; Others First & Last Name; affiliation; MacID

Purpose: To Manage Email accounts

Users: UTS Helpline Personal; Email administrators

Individuals in Bank: All who have email accounts on UTS managed systems

Retention and Disposal: Deleted when account no longer exists

Contact Person: CIO

Name: Alias File

Location: Email Gateways

Legal Authority: McMaster University Act (1976)

Information Held: MacID; Primary email address

Purpose: To direct email messages to the persons INBOX

Users: UTS Helpline Personal; Email administrators

Individuals in Bank: Alumni, Staff, Faculty, Students, Other Affiliates

Retention and Disposal: Entry deleted when affiliation no longer exists

Contact Person: CIO

Name: "Server" Access Form

Location: UTS - Enterprise Networks <http://www.mcmaster.ca/uts/help/serveraccessform.pdf>

Legal Authority: McMaster University Act (1976)

Information Held: Name; Department; Building/Room; Phone Number (McMaster); email; signature; Employee ID; Date; System ID; IP Address; Security Checks By

Purpose: Authorization for a McMaster Networked host to be accessible from off campus ("Server")

Users: Staff/Faculty of McMaster

Individuals in Bank: Alumni, Staff, Faculty, Students, Other Affiliates

Retention and Disposal: Kept indefinitely; Hardcopy only

Contact Person: CIO

Name: DHCP Request Form

Location: UTS Enterprise Networks <http://dhcpform.mcmaster.ca>

Legal Authority: McMaster University Act (1976)

Information Held: Name; Department; Phone; Email; MAC Address (Network Adapter); IP Address; McMaster ID; Expiry Date

Purpose: Authorization for notebook/portable computers to connect to McMaster Network

Users: Staff/Faculty of McMaster

Individuals in Bank: Alumni, Staff, Faculty, Students, Other Affiliates

Retention and Disposal: Kept indefinitely; online

Contact Person: CIO

Name: "Modem Users" database

Location: UTS Enterprise Networks; LEP Server (Sun Ultra 10/Solaris 8)

Legal Authority: McMaster University Act (1976)

Information Held: MACID; Name; PAS Balance, Employee ID, Account Number;

Purpose: Copy of PAS (Printing Account System) database for modem billing, also required for current MACID management program FFSAAdmin (also on same system)

Users: UTS Admin Staff, Students employed by Labs, CSU Admin staff

Individuals in Bank: Alumni, Staff, Faculty, Students, Other Affiliates

Retention and Disposal: Kept indefinitely; online

Contact Person: CIO

Name: Oracle Calendar

Location: UTS

Legal Authority: McMaster University Act (1976)

Information Held: Name, Employee ID, MACID

Purpose: Registration for use of Calendering software.

Users: All Mcmaster staff

Individuals in Bank: All Mcmaster staff

Retention and Disposal: Kept indefinitely; online

Contact Person: CIO

Name: HEAT Incident Management / Servicedesk

Location: UTS

Legal Authority: McMaster University Act (1976)

Information Held: Name, Employee ID, MACID, phone number , e-mail address.

Purpose: To register for a support call for UTS resources to respond.

Users: All McMaster staff and students and alumni

Individuals in Bank: All McMaster staff and students and alumni

Retention and Disposal: Kept indefinitely; online

Contact Person: CIO

Name: Information Update for CTL list

Location: UTS

Legal Authority: McMaster University Act (1976)

Information Held: Name, Employee ID, MACID, phone number , e-mail address.

Purpose: To request or change information as a Campus Technology Liaison or Support Designate.

Users: All McMaster technology infotechs, support designates, UTS support staff.

Individuals in Bank: All McMaster technology infotechs, support designates, UTS support staff.

Retention and Disposal: e-mail generated, kept indefinitely

Contact Person: CIO

Name: AP1 Office server request for access

Location: UTS

Legal Authority: McMaster University Act (1976)

Information Held: Customer Full Name, customer e-mail, Employee, student ID,

Purpose: To request or change information for UTS Office server access for an individual

Users: All McMaster staff

Individuals in Bank: All McMaster staff

Retention and Disposal: e-mail generated, kept indefinitely

Contact Person: CIO

Name: Office server request for access Batch Form

Location: UTS

Legal Authority: McMaster University Act (1976)

Information Held: Customer Full Name, customer e-mail, Employee, student ID,

Purpose: To request or change information for UTS Office server access, for a whole department.

Users: All McMaster staff

Individuals in Bank: All McMaster staff

Retention and Disposal: e-mail generated, kept indefinitely

Contact Person: CIO

Name: Staff Information Database

Location: UTS, Enterprise Networks, Telecomm

Legal Authority: McMaster University Act (1976)

Information Held: Department; Sub Department; Last Name; First Name; Extension; Alternate Extension; Title; Building; Room #; Email Address; Web Address; Fax Number; (Pager # & Home # ~ only if specifically requested by the Client)

Purpose: Used to supply the contact information for all McMaster Faculty & Staff via the On-line F&S Directory

Users: Unlimited

Individuals in Bank: All McMaster staff

Retention and Disposal: Information remains in the database until a change is requested by the department

Contact Person: CIO

Name: Student Information Database

Location: UTS, Enterprise Networks, Telecomm

Legal Authority: McMaster University Act (1976)

Information Held: Residence Building and Room #; P.O. Box; Bed Assignment; Extension; Last Name; First Name; Student #; Email Address; Account #; Envelope # (given to student upon arrival in residence); Authorization Code for LD; Home Address; Home Phone #; Move-out Date

Purpose: First Name, Last Name and Extension number ONLY are supplied to the Switchboard Attendant Lookup software

Users: Switchboard

Individuals in Bank: Residence Students

Retention and Disposal: Information remains in the database for the duration of the school term

Contact Person: CIO

Name: University Person

Location: MVS DB2 and Oracle

Legal Authority: McMaster University Act (1976)

Information Held: Names, birth date, birth country, visa status, sex, marital status, overdue accts, deceased date, withhold data flag, confidential agreement date(not implemented)

Purpose: Demographic data to support administrative systems
Users: Initial input from student, employees, community via administrators
Individuals in Bank: University Community
Retention and Disposal: Kept indefinitely
Contact Person: CIO

Name: Person Address
Location: MVS DB2 and Oracle
Legal Authority: McMaster University Act (1976)
Information Held: Addresses, home, campus,
Purpose: Demographic data to support administrative systems
Users: Initial input from student, employees, community, self update thru Mugsy and EMU
Individuals in Bank: University Community
Retention and Disposal: Kept indefinitely
Contact Person: CIO

Name: Person Telephone
Location: MVS DB2 and Oracle
Legal Authority: McMaster University Act (1976)
Information Held: Telephones, work, home, cell, fax
Purpose: Demographic data to support administrative systems
Users: Initial input from student, employees, community, self update thru Mugsy and EMU
Individuals in Bank: University Community
Retention and Disposal: Kept indefinitely
Contact Person: CIO

Name: Person ID nos
Location: MVS DB2 and Oracle
Legal Authority: McMaster University Act (1976)
Information Held: SIN, employee, student, OUAC, Barcode, Community and UP reference numbers
Purpose: One place for all systems for all numbers, indexed by UP reference number
Users: Assigned by Administrators and outside sources (ie OUAC, SIN)
Individuals in Bank: University Community
Retention and Disposal: Kept indefinitely

Contact Person: CIO

Name: Email ids

Location: MVS DB2 and Oracle

Legal Authority: McMaster University Act (1976)

Information Held: McMaster and Home emails

Purpose: Contact info

Users: Initial input from student, employees, community, self update thru Mugsy and EMU

Individuals in Bank: University Community

Retention and Disposal: McMaster emails deleted 2 years after graduation,

Contact Person: CIO

Name: Email aliases

Location: MVS DB2 and Oracle

Legal Authority: McMaster University Act (1976)

Information Held: McMaster assigned alias and further personal aliases for students, and some employees

Purpose: Contact info

Users: Initial input from student, employees, community, self update thru Mugsy and EMU

Individuals in Bank: University Community

Retention and Disposal: Assigned alias kept indefinitely, personal aliases deleted when no longer used

Contact Person: CIO

Name: Person Contact

Location: MVS DB2 and Oracle

Legal Authority: McMaster University Act (1976)

Information Held: Amalgamation of most personal contact info from data sources above

Purpose: Query access for Administrators

Users: Administrators

Individuals in Bank: University Community

Retention and Disposal: Refreshed nightly

Contact Person: CIO

Name: Axiom Cardholder Database

Location: Security

Legal Authority: McMaster University Act (1976)

Information Held: Name, department, employee number, photograph

Purpose: Access Control

Users: Security

Individuals in Bank: Students, employees and faculty with Working at McMaster Access cArds

Retention and Disposal: Kept indefinitely

Contact Person: CIO

Name: D3 Incident Reporting System

Location: Security

Legal Authority: McMaster University Act (1976)

Information Held: Name; home address; home telephone number; temporary address; temporary telephone number;

Purpose: Incident Report generating

Users: Security

Individuals in Bank: All McMaster Employees and students

Retention and Disposal: Kept indefinitely

Contact Person: CIO