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

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**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)

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**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
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 online 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 DeGroote 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: DeGroote 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 DeGroote events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroote School of Business
Individuals in Bank: DeGroote alumni, McMaster alumni, DeGroote faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroote School of Business

Name: Alumni Event-HSM Alumni Dinner registration list
Location: DeGroote 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 DeGroote events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroote School of Business
Individuals in Bank: DeGroote alumni, McMaster alumni, DeGroote faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroote School of Business

Name: Alumni Event-Alumni Weekend Class Reunions registration list
Location: DeGroote 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 DeGroote events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroote School of Business
Individuals in Bank: DeGroote alumni, McMaster alumni, DeGroote faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroote School of Business
Name: Alumni Event-Alumni Golf Tournament registration list
Location: DeGroote 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 DeGroote events; confirming event details and follow up evaluation
Users: Alumni Officer, External Relations, DeGroote School of Business
Individuals in Bank: DeGroote alumni, McMaster alumni, DeGroote faculty, staff and students
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroote School of Business

Name: Alumni Event Planning Committees
Location: DeGroote 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, DeGroote School of Business
Individuals in Bank: DeGroote alumni volunteers
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroote School of Business

Name: DeGroote Business Advisory Council, Financial Sustainability Committee
Location: DeGroote 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, DeGroote School of Business
Individuals in Bank: DeGroote alumni and other community volunteers
Retention and Disposal: Kept indefinitely
Contact Person: Alumni Officer, External Relations, DeGroote School of Business

Name: Financial Times MBA Survey
Location: DeGroote 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, DeGroote School of Business

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

**Retention and Disposal:** Kept indefinitely

**Contact Person:** Alumni Officer, External Relations, DeGroote School of Business

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**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

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**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

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**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
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

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**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

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**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.
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.
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

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**CONTINUING EDUCATION**

**Name:** Student  
**Location:** CCE Registration Database  
**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

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**Name:** Student  
**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

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**Name:** Student  
**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

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**Name:** Student  
**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

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**Name:** Student  
**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
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

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**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

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**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](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 Information; 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: 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

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**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

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**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

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**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

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**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.
**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. 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

Individuasl 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

Individuasl 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

Individuasl 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 degrees, academic rank, appointment category, start date, dates of upcoming academic reviews for reappointment, tenure or promotion  
**Purpose:** Used for planning and 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
**Resident Files**

**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

**Psychiatry Associates Alternate Funding Plan**

**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

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**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

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**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

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**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
RetentionPolicy: Kept Indefinitely
ContactPerson: Program Administration

Name: Student
Location: Arts & Sci Program Office
LegalAuthority: McMaster University Act (1976)
InformationHeld: 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
IndividualsinBank: Arts & Science students only
RetentionandDisposal: Kept Indefinitely
ContactPerson: Program Administration

Name: Staff Personnel Files
Location: Arts & Sci Program Office
LegalAuthority: McMaster University Act (1976)
InformationHeld: Name, Personal Contact Information on and off campus, resume, reference letters, academic profile
Purpose: Employment issues, payroll, contact
Users: Arts & Science Administrator
IndividualsinBank: Employees
RetentionandDisposal: Kept Indefinitely
ContactPerson: Program Administrator

Name: Alumni
Location: Arts & Sci Program Office
LegalAuthority: McMaster University Act (1976)
InformationHeld: Name, Personal Contact Information on and off campus, resume, reference letters, academic profile
Purpose: Notification of meetings and events
Users: Arts & Science Administration
IndividualsinBank: Arts & Science students only
RetentionandDisposal: Kept Indefinitely
ContactPerson: 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

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**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

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**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

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**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

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**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:** TPH 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.
Retrieval 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
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
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

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**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

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**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

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**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

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**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:** students  
**Retention and Disposal:** Kept indefinitely  
**Contact Person:** Assistant Dean

**Name:** Microsoft Access Database (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
**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  
**Contact Person:** Assistant Dean
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, TAship 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
**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

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**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

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**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

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**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 Graduand and Incourse 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
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
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
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

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**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

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**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

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**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

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**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
**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 assess

**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 Database
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 Database
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, etc.)
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

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**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

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**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

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**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

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**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

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**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

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**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
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 FFSAdmin (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 Mugsi 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 Mugsi 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 Mugsi 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 Mugsi 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