



# **Personal Information Banks**

**Revised October 2019**

**The Sheridan College Institute of Technology and Advanced Learning**

## **Academic**

Institutional Research  
Undergraduate Research  
Academic Delivery (Individual Faculties)

## **Student Experience and Enrolment Management**

Student Affairs  
Office of the Registrar  
International Services  
Library and Learning Services

## **Finance and Administration**

Ancillary Services  
Insurance  
Security, Parking, Emergency Preparedness, Risk Management and  
Facilities/ Planning  
Information Technology  
Financial Services  
Payroll  
Purchasing

## **Human Resources and Centre for People & Organizational Development**

Labor Relations & Client Services  
Centre for People & Organizational Development  
Total Compensation Services  
Workplace Health & Safety Services

## **Advancement and External Relations**

Development & Campaign  
Corporate Communications and External Relations  
Marketing and Brand Strategy

## **Governance**

Board of Governors  
Centre for Equity and Inclusion  
Senate  
Office of General Counsel and Information and Privacy  
Records and Information Management

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All retention and disposition will occur In accordance with Sheridan's approved [Records Classification and Retention Schedule \(RCRS\)](#)

## Academic

**Name:** Sheridan Research Grant Applications – Awarded Project Funding

**Location:** Sheridan Research Office; Finance Department; Human Resources Department, applicable Academic Faculties; Principal Investigator/Faculty Research Participants Offices

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** *Personal* re: institutional applicant, faculty principal investigator(s)/participants, external collaborator(s)/industry partner(s) – name, address, phone, email, academic Faculty affiliation, residency status, education, employment history, current employment status; *Project* – grant proposal, budget/justification, letters of support, CV(s), suggested referees; award decision (approval) letter, reviewers' comments, grant administration guidelines, memorandum of understanding

**Uses:** To offer opportunities for faculty and students/recent graduates to gain funding for their applied research.

**Users:** Sheridan Research Office; Finance Department; applicable Academic Faculties and Departments

**Individuals in Bank:** institutional applicant; faculty principal investigator(s)/participant(s); external collaborator(s)/industry partner(s), suggested referees, who are named in the grant application

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Sheridan Research Grants – Applied Research Active Projects/Grants (external funding) and Scholarship, Research and Creative Activities (SRCA) Growth Grants (internal funding)

**Location:** Sheridan Research Office; Finance Department; Human Resources Department; IT Department; Security Department; applicable Academic Faculties; Principal Investigator(s)/Faculty Research Participant(s) Offices; contracted student/technical staff personal files

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** *Personal* – name, address, phone, email, date of birth, gender, marital status, residency status, Sheridan ID number, network user ID, social insurance number, additional tax form data, required training completion (e.g. TCPS 2), employment resume/references/contracts; *Project* – project activity/milestones; records of all substances/materials used/human participants

(including Research Ethics Board records), use of animals (including tests carried out); research findings/outcomes; interim and final reports to funder (including funder comments and opinions); industry partner feedback; all financial documentation (including auditor reports, etc.)

**Uses:** *Personal* – to establish and maintain employer/employee relationship for employment purposes, as well as future communications opportunities; *Project* – to maintain a record of work/research in progress in order to comply with funding agency and internal audit requirements, as well as to communicate achievements and best practices

**Users:** Sheridan Research Office; Finance Department; Human Resources Department, IT Department, Security Department, Department, applicable Academic Faculties including Principal Investigator(s)/Researcher Participants; Student Researchers; Research Ethics Board Members (where applicable); Funding Agency; External Collaborators/Industry Partners; Internal and External Auditors

**Individuals in Bank:** Faculty principal investigator(s)/participant(s)/external collaborator(s)/industry partner(s); student researcher(s), technical support and other employees, consultants, faculty and project supervisors/leads, related event attendees

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Applied Research Active Projects/Grants (external funding) and Scholarship, Research and Creative Activities (SRCA) Growth Grants (internal funding) – Not Awarded Project Funding

**Location:** Sheridan Research Office; Finance Department; applicable Academic Faculties; Principal Investigator(s)/Faculty Research Participants Offices

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** *Personal* – institutional applicant, faculty principal investigator(s)/participant(s), external collaborator(s)/industry partner(s) name, address, phone, email, Faculty affiliation, residency status, education, employment history, current employment status; *Project* – grant proposal, budget/justification, letters of support, CV(s), suggested referees; award decision (rejection) letter/reviewers' comments

**Uses:** to maintain a record of all unsuccessful applications for future reference, particularly should the information be required or helpful for re-application.

**Users:** Office of Applied Research and Innovation; faculty principal investigator; applicable academic faculties.

**Individuals in Bank:** institutional applicant; faculty principal investigator(s)/participants; external collaborator(s)/industry partner(s), suggested referees, who are named in the grant application.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Sheridan Ethics Review Board (SREB)

**Location:** Sheridan Research Office

**Legal Authority:**

Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

Secretariat on Responsible conduct of Research on behalf of the:

**Information Maintained:** *Personal* – institutional applicant, faculty principal investigator(s)/participant(s), external collaborator(s)/industry partner(s) name, address, phone, email, Faculty affiliation, education, experience history, survey materials and questionnaire (softcopy/hardcopy), TCPS2 Certificate, SREB correspondence, SREB Award Letter, SREB tracking spreadsheet (database).

**Uses:** to maintain a record of SREB applications

**Users:** Sheridan Research Office; faculty-principal investigator; applicable academic faculties.

**Individuals in Bank:** principal investigator(s); faculty and staff, participants, external collaborator(s) and industry partner(s)

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Equipment Loans – Client Records

**Location:** Faculties/Schools and Units.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** Some or all of name, home contact information, employee/student number, education information, employment information.

**Uses:** Information is used to administer equipment loans.

**Users:** Faculties/Schools and Units.

**Individuals in Bank:** Employees, students.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Student Appeals (disciplinary, administrative, academic)

**Location:** Organization placement varies among college. School offices

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, student number, program/year, appeal documentation including copies of tests, projects, and exams, financial and academic record.

**Uses:** Document student appeal process.

**Users:** Senior staff hearing appeals., Associate Deans, Academic Portfolio Administrators, Dean, designates

**Individuals in Bank:** Students with appeals.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Faculty Course Surveys

**Location:** faculties, departments and Senate

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** faculty course surveys

**Uses:** to maintain records of instructor and course evaluations provided by students,  
assist in determining promotion and tenure of faculty and instructors

**Users:** Office of the Vice Provost, faculty and department chairs, Senate, Associate  
Deans, Dean

**Individuals in Bank:** faculty and other teaching staff

**Retention and Disposal:** In accordance with approved Sheridan's [Records  
Classification and Retention Schedule \(RCRS\)](#)

**Name:** Teacher Workload Records (Standard Workload Form)

**Location:** Personnel/Human Resources office and/or academic faculties

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, school, faculty, period covered, workload information.

**Uses:** Ensure that teacher workload adheres to the provisions of the collective  
agreement.

**Users:** Professors, Associate Deans, Academic Portfolio Administrators, Dean

**Individuals in Bank:** Professors

**Retention and Disposal:** In accordance with approved Sheridan's [Records  
Classification and Retention Schedule \(RCRS\)](#)

**Name:** Tests, Examinations and Assessments

**Location:** Academic faculty offices

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name and/or student number, completed tests/examinations,  
marks.

**Uses:** Assess academic standing and progress; document the testing and examination  
process.

**Users:** Program support specialists, Academic Portfolio Administrators, Associate  
Deans, Professors

**Individuals in Bank:** Students.

**Retention and Disposal:** In accordance with approved Sheridan's [Records  
Classification and Retention Schedule \(RCRS\)](#)

**Name:** Academic Integrity breaches

**Location:** Academic faculty offices

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, student number, program/year, appeal documentation

including copies of tests, projects, and exams.

**Uses:** to support the academic integrity policy and procedures and the related academic appeal process

**Users:** Depending on nature of offence. Faculty Office and/or Registrar, Program Support Specialists

**Individuals in Bank:** Students with appeals.

**Retention and Disposal:** Varies by Content

**Name:** Sheridan Student Media Productions – legal and operational documents related to film and media production

**Location:** Office of the Media Production Coordinator (digital record stored with archived films)

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** student names, numbers, addresses, student number, names and contact information in agreements with actors, locations, rental houses, other parties, (e.g., releases, waivers, insurance records, contracts)

**Uses:** Required to ensure legal due diligence on film production & distribution

**Users:** Faculty, students, technologists, college production staff

**Individuals in Bank:** students, externally-contracted individuals and businesses

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Sheridan Student Media Productions Film Archive

**Location:** Office of the Media Production Coordinator (searchable film archive)

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** names of students, external professionals (actors) and contributors listed on film credits.

**Uses:** Part of film archive, some searchable in film archive database

**Users:** Faculty, students, technologists, college staff

**Individuals in Bank:** students, externally-contracted individuals and businesses, contributors and supporters of the film.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Canadian Music Theatre Project Contracts with Guest Writers/Composers

**Location:** A100;

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** external collaborator(s)/industry partner(s) – name, address, phone, email, *Project* – letters of agreements

**Uses:** To facilitate capstone project for Honours Bachelor of Music Theatre Performance program.

**Users:** **Associate** Dean and APA, Department of Visual and Performing Arts



**Individuals in Bank:** external collaborator(s)/industry partner(s)  
**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

#### Digital Learning and Innovation

**Name:** SLATE (Sheridan's Learning and Teaching Environment)  
**Location:** Centre for Teaching and Learning via agreement(s) with vendor partners  
**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1990, Reg. 770.  
**Information Maintained:** First Name, Last Name, EMPLID (Employee/Student number), OPRID (Username), E-Mail address, Course section enrolments, Grades, Communications (Mail & Discussions), Assignments  
**Uses:** To conduct online learning activities.  
**Users:** System Administrators and Instructors  
**Individuals in Bank:** Sheridan Employees and Students  
**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Learning Technology Systems Servers (LTS, LTSA, LTSADev)  
**Location:** Centre for Teaching and Learning via IT Hosted Virtual Machines  
**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; s5; R.R.O. 1990, Reg. 770.  
**Information Maintained:** First Name, Last Name, EMPLID (Employee/Student number), OPRID (Username)  
**Uses:** These systems host learning applications, learning objects, provide adjunct application/administration services to SLATE, host externally facing training and support websites  
**Users:** System Administrators, Employees and Students  
**Individuals in Bank:** Sheridan Employees and Students  
**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

#### Curriculum Development and Program Review

**Name:** External Reviewers  
**Location:** Centre for Teaching and Learning  
**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.  
**Information Maintained:** name, address, email address, gender, birthdate, SIN number, telephone number, banking information, signature  
**Uses:** Pay for services provided for new program development and program review  
**Users:** Dean, Associate Dean, Program Review Consultant, Assistant to the Associate Dean, Coordinator Program Review and Development Services

**Individuals in Bank:** External Reviewer

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Curriculum Vitae (CV)

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Faculty name, academic credentials, industry experience, employment history, publications, research

**Uses:** Ministry requirement for new program submissions and program review, consent renewals

**Users:** Dean, Associate Dean, Program Review Consultant, Assistant to the Associate Dean, Coordinator Program Review and Development Services

**Individuals in Bank:** Faculty

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Professional Advisory Committee / Council (PAC)

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** name, credentials, title, company name/institution, professional affiliations

**Uses:** Ministry requirement for program review, consent renewals

**Users:** Program Review Consultant, Coordinator Program Review and Development Services

**Individuals in Bank:** Industry members

**Retention and Disposal:** Indefinite

**Name:** Ad-hoc Professional Advisory Committee / Council

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, credentials, title, company name/institution, professional affiliations

**Uses:** Ministry requirement for new degree submissions

**Users:** Program Review Consultant, Coordinator Program Review and Development Services, All Sheridan Employees, Ministry of Advanced Education and Skills Development

**Individuals in Bank:** Industry members

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Research Contacts

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** name, title, company name/institution/organization, telephone number, emails

**Uses:** Research for program development and review

**Users:** Research Analyst, Dean of CTL, Curriculum Consultants

**Individuals in Bank:** Industry members, professional association members

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

## Faculty Development

**Name:** FTL and TLA Participation Completion Records

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** name, employee number, faculty, date of hire, date of completion

**Uses:** Employment condition

**Users:** Dean, Associate Dean, Faculty Developers, Assistant to the Associate Dean

**Individuals in Bank:** faculty, employee, staff

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** New Faculty Hires

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** name, employee number, faculty, date of hire, years of teaching experience

**Uses:** General demographic information, teaching credentials

**Users:** Dean, Associate Dean, Faculty Developers, Assistant to the Associate Dean

**Individuals in Bank:** Faculty

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Expense Claim forms/Travel Forms

**Location:** Centre for Teaching and Learning

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** name, title, employee number, bank/visa statements

**Uses:** To reimburse scholarships/awards and record keeping

**Users:** Dean, Associate dean, Assistant to the Associate Dean

**Individuals in Bank:** Faculty, employee, staff

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

## Student Experience and Enrolment Management

**Name:** Student Rights and Responsibilities Office /SARIT

**Location:** All campuses have an SRRO office

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg.770.

**Information Maintained:** student name, student number, email address, physical address, telephone number, dob, student photo, program information grades, class schedule, incident reports (security, residence and Pub), investigation notes (statements, witness accounts, personal notes), email correspondence (employee, student), sanction letters and community service verification forms

**Uses:** to adjudicate alleged violations to the Student Code of Conduct and appropriately sanction students. When there is not a violation, information is used to assist students and for information purposes as well

**Users:** All SRRO staff

**Individuals in Bank:** Students and non-students of concerns

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Convocation / Graduate Records

**Location:** Alumni Office.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg.770.

**Information Maintained:** Name, sex, date of birth, telephone, parent's name and address, marital status, name of spouse, program and graduation information, student activities, further education, donations, employment status and description.

**Uses:** Maintain a record of alumni for contact and communications, fundraising, and social activities.

**Users:** Alumni Office staff, senior college staff.

**Individuals in Bank:** Graduates and alumni.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Co-curricular Record (CCR)

**Location:** Student Services /Orbis Server (3<sup>rd</sup> party host)

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.H.4.

**Information Maintained:** student name, student ID, date record was created, email, year of study, program code, date created/updated, CCR activities, CCR

completions, approved/declined for CCR, hours worked, and supervisor name  
**Uses:** The CCR records students' involvement in formal outside of the classroom learning that is supervised and tracked. Upon conclusion, the student is able to print their CCR for job seeking/portfolio building and their record of achievement

**Users:** Student Services staff

**Individuals in Bank:** Students

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Student Advisement

**Location:** Student Advisement – Student Services Centre

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** student name, number, address, student number, program, record of advising sessions, action plans in customer relations management system (CRM)

**Uses:** to assist and advise students with through the provision of informational resources and developmental advising related to their enrollment at Sheridan.

**Users:** Student Advisement Staff – Student Advisors, Student Success Officers

**Individuals in Bank:** students seeking academic advice

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Student Athletics and Recreational/Fitness Programs

**Location:** Davis and Trafalgar Campus Athletics Centres

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1990, Reg. 770.

**Information Maintained:**

- a) Membership forms, name, contact information, emergency contact information, limited health information;
- b) Name, address, student number, sports participation, general medical history, name of contact in case of emergency, and academic history;
- c) Record student participation in organized sports and fitness programs, plan fitness/athletic programs; notification in case of emergency

**Uses:**

- a) To safely and efficiently operate and maintain memberships of Sheridan Athletic Centre
- b) To safely and efficiently operate Varsity Sport while tracking academic success
- c) To safely and efficiently operate programming and track participation trends

**Users:** Sheridan Athletic staff and emergency contacts if necessary

**Individuals in Bank:** Students, staff and members of public

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Career Education

**Location:** Student Services Career Services

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** student name, number, address, student number, counseling notes, resumes and applications

**Uses:** to assist students in finding employment, write resumes, prepare for interviews, assist in career and educational planning

**Users:** Career Education Staff

**Individuals in Bank:** students, employers

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Co-operative Education

**Location:** Student Services Cooperative Education

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, address, student number, employer name and address, job description, student experience record.

**Uses:** Record student participation in co-op and work term programs; assess student performance; record students placed in jobs through placement office programs.

**Users:** Cooperative Education staff

**Individuals in Bank:** Students, employers.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Convocation / Graduate Records

**Location:** Alumni Office.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;  
R.R.O. 1990, Reg.770.

**Information Maintained:** Name, sex, date of birth, telephone, parent's name and address, marital status, name of spouse, program and graduation information, student activities, further education, donations, employment status and description.

**Uses:** Maintain a record of alumni for contact and communications, fundraising, and social activities.

**Users:** Alumni Office staff, senior college staff.

**Individuals in Bank:** Graduates and alumni.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Wellness and Counselling Services

**Location:** The Centre for Student Success.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, student number, referrals, record of counseling and clinical case notes

**Uses:** Assessing and referring students in need of counselling.

**Users:** Counselling staff.

**Individuals in Bank:** Students seeking counselling.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Vocational Testing and Counselling

**Location:** Organizational placement may vary among colleges.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, student number, assessments, referrals.

**Uses:** Assist student in determining vocation/profession; assist in admissions of mature students.

**Users:** Vocational counselling staff.

**Individuals in Bank:** Students seeking vocational counselling.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Health and Medical Records

**Location:** Health Centre or division offering health sciences programs.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.H.4. PHIPA .....

**Information Maintained:** Name, address, telephone, OHIP number, student number, international; or domestic or out of province, record of physical examination, medical history, chest x-ray and immunization record, . Referrals to other specialists, consultation notes from specialists, any documentation that gets filled out in the department or documentation the student brings in that is relative to their visit, blood work results, any procedural samples that are tested results etc.

**Uses:** Ensure health sciences students meet minimum health requirements for admission to clinical facility; record of treatment of individuals using health centre services.

**Users:** Health Centre staff, health sciences program staff, clerical placements for office admin.

**Individuals in Bank:** Students enrolled in health sciences programs, employees and students using health centre services.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Centre for Indigenous Learning and Support

**Location:** Trafalgar Road Campus, Oakville, Ontario

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.



**Information Maintained:** Online Indigenous Self-Identification form: student name, Student #, program, Indigenous Groups, Alternate Identity term (optional), graduation rate.

**Uses:** to assist students and provide resources to them while attending Sheridan

**Users:** Indigenous student staff, Office of the Registrar

**Individuals in Bank:** Indigenous Learners

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Student Applications

**Location:** Registrar's Office.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, OEN, date of birth, gender, citizenship, address, telephone, marital status, secondary school/prior educational history, functional level test results, college/programs applied for, program choice, 3<sup>rd</sup> party authorization

**Uses:** Determine eligibility for admission; document the admissions process.

**Users:** Registrar's staff, academic staff.

**Individuals in Bank:** Applicants.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Student Registration and Academic History

**Location:** Registrar's Office, Academic Divisions, and/or local instructors' offices.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg.770.

**Information Maintained:** Name, OEN, date of birth, gender, address, student number, fees paid, co-op participation, cumulative academic record, achievements and awards, transcripts.

**Uses:** Maintain a record of student registration and academic history; verify academic achievement; provide the Ministry of Colleges and Universities with statistical reports.

**Users:** Registrar's staff, academic division/program/course staff.

**Individuals in Bank:** Students.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Student Accounts

**Location:** Registrar's Office, Finance

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** name, address, phone, email records of tuition and incidental fees paid and reimbursed, library fees, miscellaneous fees

**Uses:** To manage student financial accounts with the College



**Users:** Business Office, Registrar's Office, Finance

**Individuals in Bank:** students

**Retention & Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Financial Aid Scholarships and Awards

**Location:** Organization placement varies among college.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, address, date of birth, student number,  
course/program information, scholarship/award criteria, evaluations.

**Uses:** Determine eligibility for scholarship, bursary, fellowship, or award; publicize college awards and scholarships.

**Users:** Financial Aid Office staff, Registrar's staff, academic/program staff, sponsor.

**Individuals in Bank:** Students applying, nominated for or receiving award/scholarship.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** International Student Applications

**Location:** International Services.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, date of birth, citizenship, address, telephone, email address, marital status, secondary school/prior educational history, functional level test results, academic transcripts, college/programs applied for.

**Uses:** Determine eligibility for admission; document the admissions process, transfer credit/advanced standing process.

**Users:** International Services staff, Registrar's office staff, academic staff.

**Individuals in Bank:** Applicants.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** International Registered Students

**Location:** International Services.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, date of birth, citizenship, address, telephone, email address, marital status, secondary school/prior educational history, functional level test results, academic transcripts, college/programs applied for.

**Uses:** Documented notes on provision of service to international students by International Services staff. Used occasionally to inform academic and non-academic appeals (e.g. request to withdraw after deadline).

**Users:** International Services staff.

**Individuals in Bank:** Registered Students.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Library records

**Location:** Sheridan College Library and Learning Services

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;  
R.R.O. 1990, Reg. 770

**Information Maintained:** Address, e-mail address, student numbers, name, telephone number, patron bar code

**Uses:** To manage access to and borrowing privileges for the libraries.

**Users:** Library staff, library pages, peer mentors

**Individuals in Bank:** Students, employees, public.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Tutoring Centre Records (users of staff tutoring,

**Location:** Sheridan College Tutoring Centres, Library and Learning Services

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:**

**Staff tutees:** International student, ESL, CAPS, source of referral to Centre, course(s) requiring assistance with, roles and responsibilities form (acknowledging appropriate behaviors and expectations), email, name, phone number, student number, program, semester,

**Staff Tutors:** name, Sheridan email address, employee number, copy of contract

**Peer tutees:** home address, registration with AL (and consent to confirm with AL), course(s) requiring assistance with, email, student number, program, semester, record of payment for service

**Peer tutors:** email, student number, name, phone number, program, semester, address, work-study eligibility, course(s) they are supporting in their role, faculty member who provided reference, copy of contract

**PAL Leaders:** email, student number, name, phone number, program, semester, address, work-study eligibility, course(s) they are supporting in their role, faculty member they are supporting in their role, faculty member who provided reference, copy of contract

**PAL Users:** name, student number, semester, program

**Uses:** To manage access to and use of tutoring services; data collection and analysis of user trends.

**Users:** Tutoring Centre staff and Academic Integrity Ambassadors

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Library Peer Mentors and Pages

**Location:** Library and Learning Services

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.H.4.

**Information Maintained:** student name, student number, email address, physical address, telephone number, campus, graduation date, employment contracts, job descriptions, activities performed, Supervisor names and work contacts, emergency contact, hours and schedule

**Uses:** to administer the date to day operations of the part time staff, library page and peer mentor program. To hire and train students to mentor other students

**Users:** Library Staff and Library Administrators

**Individuals in Bank:** Students and staff involved

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

## Finance and Administration

**Name:** Ancillary Services

**Location:** oneCARD Office, Bookstore, Cafeteria, Print, Conference Services and Sheridan Theatre/Facilities Rental

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:**

- i) In the case of all locations - name, home address, home telephone number, student number, employee number;
- ii) In the case of oneCARD Office – photograph; and
- iii) In the case of Bookstore, Cafeteria and Print – credit card information and other payment information and purchases made

**Users:** One Card Office, Parking Services, Bookstore, Cafeteria, Print, Conference Services and Sheridan

Theatre/Facilities Rental, as applicable

**Uses:** oneCARD registration, Bookstore purchases, Cafeteria purchases, Print purchases, conference and other Sheridan College facility bookings

**Individuals in Bank:** Students, employees

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Insurance

**Location:** Risk Management, Finance and Administration

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5;

R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, address, student number, financial informant, court documents

**Uses:** Insurance claims processing

**Users:** Insurance team, insurance company

**Individuals in Bank:** College employees and students

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Parking Services

**Location:** Ancillary Services, Finance and Administration

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** surname, first name, one card number, employee id #, license plate information if the person is requesting preferred parking or car pooling

**Uses:** To issue parking permits to staff, students, contractors

**Users:** Parking Services, Finance and Administration

**Individuals in Bank:** Students and employees

**Retention & Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Space and Facility Management Records

**Location:** Office of Institutional Planning and Budgeting, Division of Physical Plant & Capital Planning Services, Faculties/Schools and Units.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information maintained:** Some or all of name, home contact information, employee/student number, booking information.

**Uses:** Information is used to administer the use of facilities.

**Users:** Office of Institutional Planning and Budgeting, Division of Physical Plant & Capital Planning Services, Faculties/Schools and Units.

**Individuals in Bank:** Employees, students, individuals external to the College.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Vehicles

**Location:** Ancillary Services, Finance and Administration

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, position, department/organization, phone, email, driver's license information

**Uses:** To ensure that all employees able to operate college owned vehicles are properly certified and to maintain a record of all vehicles under College ownership.

**Users:** Security

**Individuals in Bank:** Security Staff

**Retention & Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Campus Security

**Location:** Campus Security, Finance and Administration

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** nature of the offence, statements, name, gender, date of birth, physical description, address, telephone, employee number, student number, license plate, driver's license, personal health information

**Uses:** to maintain incident reports, issue security alerts on campus, and maintain a safe campus environment

**Users:** Campus Security

**Individuals in Bank:** Students, employees, public

**Retention & Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Fire Safety – Individualized fire evacuation plans for students and employees requiring evacuation assistance

**Location:** Risk Management, Finance and Administration

**Legal Authority:** Sheridan's Fire Safety Plans

**Information Maintained:** Student information: student name, student number, email, class schedule, accommodations required and assistive devices. Students are not required to disclose their diagnosis, however, they must describe and discuss required accommodations.

Employee Information: employee name, employee email, work location(s), manager name, accommodations required and assistive devices. Employees are not required to disclose their diagnosis, however, they must describe and discuss required accommodations.

**Uses:** to assist students and employees who require individualized fire evacuation plan

**Users:** Student information: Risk Management, Campus Security, relevant course instructors, relevant fire wardens, emergency assistants, Accessible Learning Services, and IT Security (only for programming of designated waiting areas). Employee information: Risk Management, Campus Security, employee's manager, emergency assistants, Centre for Equity and Inclusion, relevant fire wardens, and IT Security (only for programming designated waiting areas).

**Individuals in Bank:** students and employees who request an individualized fire evacuation plan

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Video Surveillance (Campus Security)

**Location:** Campus Security, Finance and Administration

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770

**Information Maintained:** digital images (live, and recorded as required)

**Uses:** real-time surveillance of campus activity, evidence in an internal investigation, evidence in an official investigation (Police, upon receipt of Occurrence number)

**Users:** Campus Security, Police

**Individuals in Bank:** Students, staff, employees, public

**Retention & Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Accounts Receivable

**Location:** Finance, all departments

**Legal Authority:** Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, s.24.

**Information Maintained:** name, date of birth, address, telephone, email, fax, financial information

**Uses:** To generate invoices for outstanding accounts and maintain a record of their status.

**Users:** Finance, finance administrators, all departments

**Individuals in Bank:** Students, employee, public

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Accounts payable

**Location:** Finance

**Legal Authority:** Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, s.24.

**Information Maintained:** name, address

**Uses:** To provide reimbursement for various employee related, to provide refunds or awards like scholarship or bursaries to students.

**Users:** Finance, Finance administrators

**Individuals in Bank:** Employees, students,

**Retention and disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Banking

**Location:** Finance

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, address, student number, financial information

**Uses:** To record student payments, student refunds, employee reimbursement.

**Users:** Finance, finance administrators

**Individuals in Bank:** Employees, students,

**Retention and disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Payroll (Records applicable for non-full-time employees, full time employees records handled in Human Resources)

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Location:** Payroll Office

**Information Maintained:** Name, address, telephone, date of birth, sex, marital status and dependent information, citizenship, Social Insurance Number, education, work history, attendance and leave records, performance evaluations, benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments.

**Uses:** Document employee work history and benefits information; administer payroll and benefits package; provide the Ministry of Colleges and Universities with statistical reports.

**Users:** Personnel/Human Resource staff, and Payroll Office staff.

**Individuals in Bank:** College employees.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

## Human Resources and Centre for People & Organizational Development

**Name:** Employee Personnel, Payroll and Benefits Records

**Location:** Personnel/Human Resources, Payroll Office (Payroll has PT records, HR has FT payroll records), and/or local managers' offices.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, address, telephone, date of birth, sex, marital status and dependent information, citizenship, Social Insurance Number, education, work history, attendance and leave records, performance evaluations (these are also in CPOD), benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments, leave information, PD funding information

**Uses:** Document employee work history and benefits information; administer payroll and benefits package; provide the Ministry of Colleges and Universities with statistical reports.

**Users:** Personnel/Human Resource

**Individuals in Bank:** College employees.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Retired Employees



**Location:** Human Resources

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information maintained:** name, gender, date of birth, marital status, dependents, address, phone, email, position, department, staff category, employee number health information, years of service

**Uses:** To maintain a record of all retired employees of the College

**Users:** Human Resources

**Individuals in Bank:** retired employees

**Retention & Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Workplace Accommodation (Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act)

**Location:** Human Resources

**Legal Authority:** Ontario Human Rights Code, Integrated Accessibility Standards, O. Reg 191/11, Part III, Employment Standards, 28 (1), Ministry of Colleges and Universities Act, R.S.O. 1990, c.M. 19, s 5; R.R.O. 1990, Reg. 770., Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A, s. 41 (6)

**Information maintained:** Name, phone number, email, Faculty/Department, position title, information is obtained to substantiate an individual employee's request for accommodation (Human Rights Code based Ground). This may include information obtained about an employee's personal medical condition/disability, and restrictions or limitations arising from the condition/disability, and/or additional personal information as applicable to the request. This information may be obtained for either the named employee or as applicable a related family member (in the case of Family Status).

**Uses:** To address requests for workplace accommodation related to any Human Rights Code based Ground, and to document approved workplace accommodation measures within an individual workplace accommodation plan document.

**Users:** Employment Partnerships/Labour Relations (HR), Workplace Abilities Office (HR – includes a third party contactor with Human Resources), Employee, Manager and Human Resources Business Partner (HRBP).

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Workplace Safety and Insurance Files (Claim Files)

**Location:** Human Resources Branches, Health & Safety Section.

**Legal Authority:** Workers Compensation Act, R.S.O. 1980, c.W.11, s.22, s.23 and s.133; R.R.O. 1990, Reg. 977, s.62; Occupational Health & Safety Act, R.S.O. 1990, c.O.1, s.51 and s.52

**Information Maintained:** Name, home & work address & contact information, employee ID number, SIN Number, details of accident/injury. Additional personal



information includes date of birth, service date, gender, occupation and marital status; medical and non-medical information, limitations and functional abilities.

**Uses:** Process claims made under the Workers Compensation Act, invoice processing and appeals.

**Users:** Workplace Safety & Insurance Board, human resources staff, Management Board Secretariat and Shared Services Bureau.

**Individuals in Bank:** Ontario Public Servants and crown employees submitting an accident/claim report.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Investigation and Complaint Records

**Location:** Human Resources, Office of Faculty Relations, Deans' Offices.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information maintained:** Some or all of name, date of birth, gender, employee/student number, employment information, financial information, details of issue and related documents.

**Uses:** Information is used to investigate and resolve employee complaints, employee misconduct, manage labour relations, and administer the grievance and arbitration process.

**Users:** President's Office, Human Resources, Office of Faculty Relations, authorized individuals.

**Individuals in Bank:** Employee, students, individuals external to the College.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Job Competitions and Applications

**Location:** Personnel/Human Resources Office.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1990, Reg. 770.

**Information Maintained:** Letters of application, resumes, competition documentation, transcripts and other documentation confirming education

**Uses:** Administer competitions and hirings.

**Users:** Personnel/Human Resources staff, management staff, other hiring committee members

**Individuals in Bank:** Persons seeking employment.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Employment Relations Issues Tracking Files

**Location:** Human Resources Office

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** Depends on nature of issue but possibilities include name, address, complaints, investigation notes, memorandum and reports, correspondence, payroll records or reports, attendance records, workplace accommodation plans, religion, resumes, discipline and termination letters, dependent information, performance reviews, education transcripts,

**Uses:** Resolve workplace disputes; periodically prepare generic management reports on labour activity

**Users:** Employment Relations and Partnership staff Individuals in Bank: College employees.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Position Description Forms

**Location:** Human Resources Office

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.

Information Name, pay band, position name and duties

**Uses:** Job evaluation can compensation, record of duties and responsibilities assigned to employees

**Users:** Human Resources Staff

**Individuals in Bank:** College employees.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

## **Advancement and External Relations**

**Name:** Alumni Records

**Location:** Alumni Office.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg.770.

**Information Maintained:** Name, sex, date of birth, telephone, parent's name and address, email address, marital status, name of spouse, program and graduation information, student activities, further education, donations, employment status, employer name, employer address and description.

**Uses:** Maintain a record of alumni for contact and communications, fundraising, and social activities.

**Users:** Alumni Office staff, Advancement Staff, Faculty & Staff senior college staff and external volunteers.

**Individuals in Bank:** Graduates and alumni.

**Retention and Disposal: Digital records only** - In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Donor Files and Agreements

**Location:** College Advancement

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** name, sex, telephone, email, donations, gifts, employment status and description, educational history, financial history, correspondence regarding donations with Sheridan College, internal reports regarding donations.

**Uses:** to maintain a record of donations/contacts and agreements entered into between Sheridan College and donors

**Users:** College Advancement staff, Limited College staff as need dictates and external volunteers

**Individuals in Bank:** donors and potential donors

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Planned Giving

**Location:** College Advancement

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** planned gift commitments, name and financial history **Uses:** maintain records of planned gifts

**Users:** College Advancement staff

**Individuals in Bank:** Donors and potential donors

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

## Governance

**Name:** Board of Governors Membership

**Location:** President's Office

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience, biographical information.

**Uses:** Maintain a record of past and present board members; maintain contact with former members for alumni and fundraising activities.

**Users:** Board of Governors, President's Office staff.

**Individuals in Bank:** Board of Governors members.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Human Rights and Workplace Harassment files

**Location:** Centre for Equity and Inclusion (Human Resources)

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. Occupational Health and Safety Act

**Information Maintained:** name, home/work email address, home phone/cell, home address, email, records of advising sessions, complaints, investigation notes, memorandum and reports, and correspondence

**Uses:** to counsel and assist students, employees and members of the public with human rights/equity complaints, issues and concerns

**Users:** Centre for Equity and Inclusion

**Individuals in Bank:** Students, employees, contractors, members of the public

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Human Rights Tribunal of Ontario files

**Location:** Centre for Equity and Inclusion (Human Resources Office)

**Legal Authority:** Human Rights Code, RSO 1990, c H.19; Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** name, home/work email address, home phone/cell, home address, email, Human Rights Tribunal of Ontario file materials received from or sent to the Tribunal, notes, reports, and correspondence

**Uses:** to respond to Human Rights Tribunal of Ontario complaints received.

**Users:** Centre for Equity and Inclusion

**Individuals in Bank:** Students, employees, contractors, members of the public

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Accessibility Feedback Process (Accessibility for Ontarians with Disabilities Act)

**Location:** Centre for Equity and Inclusion (CEI), Human Resources

**Legal Authority:** Integrated Accessibility Standards, O.Reg 191/11, Part IV.2 Customer Service Standards, 80.50 (1), Ministry of Colleges and Universities Act, R.S.O. 1990, c.M. 19, s 5; R.R.O. 1990, Reg. 770.

**Information maintained:** Name, phone number, email, home address, personal contact information, disability maybe disclosed, and documentation of specific action undertaken by Sheridan if a complaint is received, Sec 80.50 (2).

**Uses:** To respond to requests for feedback about the manner in which Sheridan provides goods, services or facilities to persons with disabilities.

**Users:** CEI and the applicable Sheridan department or area addressed in feedback process.

**Individuals in Bank:** Students, employees, contractors, general public.

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Senate

**Location:** Office of Senate Secretary

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5; R.R.O. 1990, Reg. 770.

**Information Maintained:** first name, last name, Sheridan email

**Uses:** maintain contact with members

**Users:** Senate Secretary, Senate Recording Secretary

**Individuals in Bank:** Senate members

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)

**Name:** Office of General Counsel

**Location:** Office of General Counsel and RIM office

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990,c.M.19, s.5;  
R.R.O. 1990, Reg. 770.

**Information Maintained:** name, phone number, home address, personal contact information, opinion, evaluate material in connection with legal files or Freedom of Information request files

**Uses:** to provide legal advice and in case of Freedom of Information files, to respond to request, communicate with requesters, respond to breaches and privacy complaints

**Users:** Office of General Counsel and RIM office

**Individuals in Bank:** Students, employees, contractors, members of the public

**Retention and Disposal:** In accordance with approved Sheridan's [Records Classification and Retention Schedule \(RCRS\)](#)