

Personal Information Bank (PIB)

A Personal Information Bank (PIB) is a structured collection, such as a program or database, of personal information that is organized or retrievable by searching a person's name, identifying number, symbol, or other particular identifier assigned to an individual.

Under section 57 of the Protection of Privacy Act (POPA), all public bodies are required to create a public directory that lists the public body's PIBs.

The PIB does not provide access to personal information. Its purpose is to help the public know and understand what personal information the College has about individuals. Entries will be added, modified, and deleted on an ongoing basis as records change.

If you have questions about the College's PIB, contact privacy@portagecollege.ca.

Title	Location	Information Maintained	Individuals	Use	Legal authority
Cloud, Network Drives, Hard Copies	Academics	May include name, personal and business contact information, college and external identification numbers, demographic information (e.g. SIN, driver's license), education history and training/academic records, funding information, accessibility needs, health information (e.g. medical notes, immunization records for medical practicums), emergency contact information, photograph/videos. It may also include complaints, investigations, appeals, background/criminal record checks, evaluation records, waivers.	Current, former, and prospective students, employees, and contractors	To facilitate college work	POPA Section 4 (c)
Geographic Information System	Academics (Environmental Sciences)	May include name, personal and business contact information, and college identification numbers	Students and staff enrolled or working in environmental sciences	To support course enrolment and delivery.	POPA Section 4 (c)
Cloud and Network Drives	All departments	May include name, personal and business contact information, college and external identification numbers (e.g. SIN, driver's license), demographic information, education history and training/academic records, employment information, accessibility needs, health information, emergency contact information, photograph/videos, waivers	Individuals who have interacted with the College as a student, employee, volunteer, interested party, mailing list subscriber, donor, contractor	To facilitate college work	POPA Section 4 (c)
ACAC Conflink 2.0	Athletics	May include name, personal contact information, internal and external identification numbers.	Student athletes and athletics staff	To manage and administer athletes relationship with the college and confirm eligibility.	POPA Section 4 (c)
Hockey Canada Spordle	Athletics	May include name, personal contact information.	College hockey athletes	To manage and administer athletes.	POPA Section 4 (c)
Univerus	Athletics	May include name, personal contact information, personal address, medical information, internal and external identification numbers (e.g. SIN).	Student athletes and athletics staff	To manage and administer athletes relationship with the college.	POPA Section 4 (c)
Alumni Perks	Community Relations	May include name, personal and business contact information, college identification numbers, academic information, demographic information.	Current and past students and employees who have signed up for the program.	To provide alumni with benefits and perks, and to promote alumni events.	POPA Section 4 (c)
Cloud, Network Drives, Hard Copies	Community Relations	May include name, personal and business contact information, college and external identification numbers, financial information, demographic information	Current and past students and employees, donors	To provide alumni with benefits and perks, promote alumni events, and to manage donations	POPA Section 4 (c)
Finance System	Financial Services	May include include names, personal and business contact information, demographic information, college and external identification numbers, banking/financial information, employment/contract/vendor information	Students, employees, contractors, suppliers - anyone making payments to, or receive payments from the college	To manage and administer contract, customer, and supplier relationship.	POPA Section 4 (c)
Cloud, Network Drives, Hard Copies	Financial Services	May include names, personal and business contact information, demographic information, college and external identification numbers (e.g. SIN, driver's license), banking/financial information, employment/contract/vendor information	Students, employees, contractors, suppliers - anyone making payments to, or receive payments from the college	To manage and administer contract, customer, and supplier relationship.	POPA Section 4 (c)

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Cloud, Network Drives, Hard Copies	Human Resources	May include name, personal and business contact information, college and external identification numbers (e.g. SIN, driver's license), demographic information, education history and training/academic records, employment history and information, background checks, accessibility needs, health information (e.g. benefit information, medical notes), banking information, emergency contact information, photograph. It may also include information on recruitment (e.g. resumes), labour and employee relations (individuals involved in complaints, grievances, arbitrations, investigations, and human rights complaints), WCB claims, and other health and safety information (e.g. complaints, investigations).	Current and former employees.	To manage and administer employment relationship	POPA Section 4 (c)
HR and Payroll System	Human Resources	May include include names, personal and business contact information, demographic information, college and external identification numbers (e.g. SIN), banking information, education history and training/academic records, employment history and information, accessibility needs, health information, emergency contact information, photograph.	Current and former employees.	To manage and administer employment relationship	POPA Section 4 (c)
PortageAlert	Human Resources	May include name, personal contact information, and College ID numbers.	Individuals who have signed up to use certain features of the app.	To manage student and employee safety.	POPA Section 4 (c)
Background Check and Screening System	Human Resources	May include name, personal contact information, and criminal record check results.	Prospective employees, current employees, students who participate in international trips.	To ensure compliance with college background check requirements.	POPA Section 4 (c)
Identity and Access Management System (IAM)	Information Technology	May include name, college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To manage manage IT services for college users.	POPA Section 4 (c)
Online Tutoring and Academic Support Platform	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Digital courseware and Interactive Learning Platform	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Virtual Classroom Platform	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Student Evaluation of Teaching System	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students	To support course enrolment and delivery.	POPA Section 4 (c)
IT Service Management System (ITSM)	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants who direct inquiries through the service	To manage IT service and support requests.	POPA Section 4 (c)
Emergency Notification System	Information Technology	May include name, personal and business contact information	Employees part of Emergency Management Team who have included personal contact information in program.	To manage response to emergencies on campus.	POPA Section 4 (c)
Virtual Science Laboratory Simulator	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Professional Development and Skills Training Platform	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students and staff	To support student and staff ongoing learning.	POPA Section 4 (c)
Lyryk	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Third-Party Courseware	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Learning Management System (LMS)	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)
Print Management System	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students and staff	To support services available to employees and students	POPA Section 4 (c)
Academic Integrity and Plagiarism Detection System	Information Technology	May include name, student college identification numbers, and college academic/employment contact information.	Students, staff, contractors/consultants	To support course enrolment and delivery.	POPA Section 4 (c)

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Driver Database	Infrastructure	May include name, personal and business contact information, internal and external identification numbers (e.g. employee number, driver's license number), demographic information, driving records.	Employees authorized to operate college motor vehicles	To verify and manage driver eligibility, safety, and insurance requirements	POPA Section 4 (c)
Student Information System, Cloud, Network Drives, Hard Copies	Registrar's Office/Student Services	May include name, personal contact information, college and external identification numbers (e.g. SIN, driver's license), demographic information, financial/banking and funding/scholarship information, emergency contact information, accessibility needs, education history and training/academic records, waivers. It may also include complaints, investigations, appeals, background checks.	Current, former, and prospective students	To manage and administer student relationship with college.	POPA Section 4 (c)
Digital Credential Wallet System	Registrar's Office/Student Services	May include name, personal contact information, internal and external identification numbers, demographic information, education history.	Current and former students	To record document submission	POPA Section 4 (c)
StarRez	Registrar's Office/Student Services	May include name, personal contact information, college and external identification numbers, demographic information, emergency contact information, accessibility needs, and education history.	Current and former students and other individuals living in residence	To manage and administer student housing.	POPA Section 4 (c)