CAMPUS SERVICES

HOUSING: Records containing information on housing services and tenants of the university.

**PERSONAL INFORMATION BANKS**

**HOUSING SERVICES USER FILES**
- **Location:** Housing Services, Residence Life Services, Admissions Services
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, address, phone, email, room number and building, residence telephone, emergency contact information, financial information, behavior files, incident reports, survey responses, residence references, special needs consideration, organization name
- **Uses:** To maintain a record of those students and individuals using Carleton Residences for the purposes of administering proper services, billing, and regulation.
- **Users:** Housing Services, Finance
- **Individuals in Bank:** students in residence, public (conference, hosted guests, summer renters)
- **Retention & Disposal:** varied/to be determined

HEALTH SERVICES: Records containing information on the health care recipients of Carleton’s health services.

**PERSONAL INFORMATION BANKS**

**HEALTH SERVICES USER FILES**
- **Location:** Health and Counselling Services, Equity Services
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, gender, address, phone, email, student number, employee number, emergency contact, health information, personal family situation, marriage status, emotional condition, OHIP number, record of physical examination, record of counselling, referrals, medical history, x-ray and immunization record
- **Uses:** To maintain current records of the health and treatment administered to patients and to facilitate proper care and accommodation.
- **Users:** Health and Counselling Services, Paul Menton Centre, Equity Services, National Educational Association of Disabled Students
- **Individuals in Bank:** faculty, staff, students, public
- **Retention & Disposal:** varied/to be determined

LEGAL ADVICE SERVICES: Records of personal legal advice requested and gained through Carleton.

**PERSONAL INFORMATION BANKS**

**LEGAL ADVICE SERVICES**
- **Location:** Carleton Legal Clinic
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, address, phone, email, comments and opinions, details concerning an individual’s legal issue, advice given
- **Uses:** To maintain a record of services administered through the joint legal advice service with Ottawa University.
- **Users:** Carleton Legal Clinic, Ottawa Legal Clinic
- **Individuals in Bank:** students, staff, faculty, public
- **Retention & Disposal:** varied/to be determined

ATHLETICS: Records maintained by Athletics services for non-varsity users.
PERSONAL INFORMATION BANKS

ATHLETICS USER FILES
Location: Athletics
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, address, phone, email, financial information, student number, employee number, emergency contact, sports participation, record of athletics programs enrolled in, general medical history, disciplinary information
Uses: To maintain records of facility use and to aid in the administration of proper services to the users of Carleton’s athletics services.
Users: Athletics
Individuals in Bank: students, staff, faculty, public
Retention & Disposal: varied/to be determined

FOOD SERVICES: Records pertaining to the provision of food services on campus.

SOCIAL AND CULTURAL SERVICES: Records pertaining to activities on campus that promote cultural awareness and equality.

PERSONAL INFORMATION BANKS

SOCIAL AND CULTURAL SERVICES
Location: Equity Services
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student number, employee number, electronic and written correspondence, record of advice given, records of grievances and complaints concerning unequal treatment, referrals, comments and opinions
Uses: To aid in assessing and referring individuals in need of counseling and equity services.
Users: Equity Services
Individuals in Bank: faculty, staff, students, members of the public seeking equity services
Retention & Disposal: varied/to be determined

CONFERENCES, SYMPOSIUMS, CHARITY: Records pertaining to conference services offered on campus and charitable activities that take place at Carleton.

PERSONAL INFORMATION BANKS

CONFERENCES AND SYMPOSIUMS
Location: Conference Services, Classroom Reservations
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, telephone, email, student number, employee number, financial information, organization name/affiliate, length of rental, estimated attendance
Uses: To keep record of room bookings, conference and event planning, catering, and delivery.
Users: Conference Services, Classroom Reservations
Individuals in Bank: students, staff, faculty, public
Retention & Disposal: varied/to be determined

CHARITABLE ACTIVITY
Location: various offices and departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, financial information, amount donated, education/employment history
Uses: To maintain a record of donations made to the various charitable organizations and charity based clubs and societies on campus for financial and public relations purposes.
Users: executive heads of the charitable organization, club, or society
Individuals in Bank: students, staff, faculty, alumni, donating members of the public
Retention & Disposal: varied/to be determined