FACILITIES & PROPERTY

REAL PROPERTY: Contains records concerning property management and development, space allocation and parking records.

PERSONAL INFORMATION BANKS

PARKING
Location: Parking Services, University Safety, Finance and Administration
Legal Authority: Carleton University Act, 1957
Information Maintained: name, date of birth, address, telephone, employee number, student number, license plate, driver’s license, personal health information or medical reports and assessments (for special needs parking requests)
Uses: To issue parking permits to staff, students, visitors, contractors, and issue fines and parking tickets when necessary.
Users: Parking Services, Finance and Administration
Individuals in Bank: students, faculty, staff, public
Retention & Disposal: varied/to be determined

MOVEABLE PROPERTY: Consists of records pertaining to moveable property that belongs to Carleton such as vehicles, equipment, and supplies.

PERSONAL INFORMATION BANKS

VEHICLES
Location: Physical Plant
Legal Authority: Carleton University Act, 1957
Information Maintained: name, position, department/organization, phone, email, driver’s license information
Uses: To ensure that all employees able to operate university owned vehicles are properly certified and to maintain a record of all vehicles under Carleton ownership.
Users: Physical Plant, Maintenance
Individuals in Bank: University maintenance staff
Retention & Disposal: varied/to be determined

MAINTENANCE & REPAIR: Records pertaining to the physical operations of the university.

SECURITY: Records that outline the various safety and security resources on campus, including hazardous products, equipment, and access routes.

PERSONAL INFORMATION BANKS

PREVENTION ACTIVITIES & SECURITY MEASURES
Location: Patrol Services, University Safety, Finance and Administration
Legal Authority: Carleton University Act, 1957
Information Maintained: nature of the offence, statements, name, gender, date of birth, physical descriptors (i.e. race, colour, ethnic origin), address, telephone, employee number, student number, license plate, driver’s license, personal health information or medical reports and assessments (for special needs parking requests)
Uses: To maintain incident reports, issue security alerts on campus, and maintain a safe campus environment.
Users: Patrol Services, University Safety
Individuals in Bank: students, faculty, staff, public
Retention & Disposal: varied/to be determined