INFORMATION TECHNOLOGY SERVICES

Information Technology (IT) Services is responsible for the direction, planning, implementation, and support of new technologies, academic computing, administrative systems, education technologies and training, networking and operations, Internet services, and communications in support of research, instructional and administrative activities at Brandon University.

Office Files
Departmental files regarding budgets, general financial activities, committee minutes, correspondence, policies and procedures, administrative records, Help Desk activity files, and workorders/bookings.

👩‍💼 Personnel Files
**Authority:** The Brandon University Act
**Purpose for Collection:** To maintain a record of employment pertaining to employees of the Department.
**Information:** Personal information may include: name, age, employee number, resume or application for employment, absence reports, pay and benefits information, performance appraisals.
**Other Uses and Disclosures:** None
**Retention and Disposition:** TBD

👩‍💻 Systems Metadata
**Authority:** The Brandon University Act
**Purpose for collection:** To maintain system and data models of existing information systems on campus.
**Information:** These records are kept to describe the purpose and use of data stored in information systems at Brandon University.
**Other Uses and Disclosures:** Administrative use only.
**Retention and Disposition:** TBD

👩‍💻 Computer Accounts
**Authority:** The Brandon University Act
**Purpose for collection:** To maintain computer accounts for faculty and staff.
**Information:** Personal information may include name; home address; home telephone number; home e-mail address; student number; employee number, password and signature.
**Other Uses and Disclosures:** None
**Retention and Disposition:** TBD

👩‍💻 Voice Mail Accounts
**Authority:** The Brandon University Act
**Purpose for collection:** To maintain current and accurate information pertaining to faculty & staff telephone voice mail accounts on Brandon University’s phone system directory.
**Information:** Personal information may include: name, department or faculty, and telephone number.
Other Uses and Disclosures: None.
Retention and Disposition: To be determined.

_female_male Telephone Records
Authority: The Brandon University Act
Purpose for collection: To maintain current and accurate information pertaining to telephone access at Brandon University.
Information: Personal information may include: name, position, department or faculty, telephone number, e-mail address, office room number.
Other Uses and Disclosures: Brandon University telephone book.
Retention and Disposition: To be determined.