STUDENT MANAGEMENT
Records relating to the management of students within the university

ST15: Prospective Students
This is a Personal Information Bank

These records relate to potential applicants for admission to the university's undergraduate and graduate programs.

The records include databases (e.g., Personal Inquiry Communication System and Alumni Referral Database) and files of information about students who have identified themselves or have otherwise been identified as potential applicants to university degree programs.

Authority: University of Waterloo Act, 1972
Media: Electronic and/or paper
Related Records: Some information about prospective students is maintained with applicant data in the student information system (Quest)

Responsible Unit(s): Marketing & Undergraduate Recruitment, Graduate Studies Office, other units maintaining files of prospective students
Retention: At least 1 and no more than 5 years
Disposition: Secure Destruction

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