HS58 – Work/Education Placement Forms

These records are comprised of the University's copy of work/education placement agreement forms.

This records class is a Personal Information Bank.

Content & Scope

Work/Education Placement Agreement forms are required by the Ministry of Training, Colleges and Universities for the administration of workplace insurance for students on unpaid work placements.

Responsible Unit

Safety Office

Information Steward

University Secretary

Privacy Classification

Restricted

Retention

2 years

Disposition

Secure Destruction

Authority

Workplace Safety and Insurance Act, 1997; Ministry of Training, Colleges and Universities. Guidelines for Students on Unpaid Work Placements.

Retention Rationale

The retention period is based on MTCU's Guidelines for Students on Unpaid Work Placements, s. IV, which requires that the form "be retained for one year after the learner completes the program" and the basic limitation period under the Limitations Act.

Approval Date(s)

December 19, 2011