ST15 – Prospective Students

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

*This records class is a Personal Information Bank.*

Content & Scope
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.

Related Records
Some information about prospective students is maintained with applicant data in the student information system (Quest)

Responsible Unit
Marketing & Undergraduate Recruitment, Graduate Studies and Postdoctoral Affairs, other units maintaining files of prospective students

Information Steward
- Registrar, for potential undergraduate studies applicants.
- Associate Vice-President, Graduate Studies and Postdoctoral Affairs, for potential graduate studies applicants

Privacy Classification
Restricted

Retention
At least 1 and no more than 5 years

Disposition
Secure Destruction

Authority
University of Waterloo Act, 1972

Retention Rationale
The regulations to the Freedom of Information and Protection of Privacy Act specify that “Personal information that has been used by an institution shall be retained by the institution for at least one year after use unless the individual to whom the information relates consents to its earlier disposal.” (O. Reg. 460, s. 5 (1)). Some of these records may be required for operational use for up to 5 years.
Approval Date(s)
July 26, 2010