
DIRECTORY OF PERSONAL INFORMATION BANKS

West Vancouver Schools

April 2019

The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of West Vancouver Schools and to assist the public in identifying the location of personal information held by the School District.

The British Columbia Freedom of Information and Protection of Privacy Act defines a Personal Information Bank as a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.



SCHOOL DISTRICT 45 (WEST VANCOUVER)
1075 21 Street, West Vancouver, BC V7V 4A9

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Personal Information Bank Name:

Aboriginal Education School Plans

Personal Information Location:

ILC/stored electronically in district

Purpose for the Collection, Use and Disclosure of Personal Information:

Required by schools

Information Collected:

Staff names

Persons Listed in Data:

Staff Names

Persons Information is Used By and/or Disclosed To:

DOI

Authority for Collection of Personal Information:

Personal Information Bank Name:

Aboriginal Education Student List

Personal Information Location:

Inglwood Learning Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking and identifying students

Information Collected:

School, Addresss

Persons Listed in Data:

Student Names,

Persons Information is Used By and/or Disclosed To:

DOI and Ab Ed Success Teacher and Counsellor

Authority for Collection of Personal Information:

Personal Information Bank Name:

Academy Pre-Authorized Debit

Personal Information Location:

Board Office, RBC

Purpose for the Collection, Use and Disclosure of Personal Information:

To collect fees for academies

Information Collected:

Student name, bank account holder name(s), address, phone number, and account number

Persons Listed in Data:

All participants with a pre-authorized debit payment plan

Persons Information is Used By and/or Disclosed To:

Finance/academy staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Admin Growth Plans

Personal Information Location:

Inglwood Learning Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

Track growth of Admin

Information Collected:

Administrators first name, last name

Persons Listed in Data:

Administrator's Name

Persons Information is Used By and/or Disclosed To:

DLT

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Administration of Student Medications

Personal Information Location:

School Office or Classroom

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of medication given

Information Collected:

Students name/ medication

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

School Office Staff/teachers/parents/EA's

Authority for Collection of Personal Information:

School Act 88 (1)

Personal Information Bank Name:

Atrieve and SRB

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Employee profile and personal information

Information Collected:

name/ personal email address/ address/ employee email address/ TRB/ SIN number/ salary grade/ position/ contact information/ gender/ birthdate/ hire date/ certificates/ evaluations/ absences/ previous name information/ criminal record check/ types of leaves/ seniority date

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources /Finance/Accounting

Authority for Collection of Personal Information:

School Act 15 (i)

Personal Information Bank Name:

Attendance Sheets

Personal Information Location:

School Office/ Classrooms

Purpose for the Collection, Use and Disclosure of Personal Information:

To record absences/ lates/ sometimes for callback on attendance

Information Collected:

Student's name/ attendance

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Teachers/ Parents/ Ministry of Education

Authority for Collection of Personal Information:

School Act 7(1) (a)/ School Act 6 (2)

Personal Information Bank Name:

Authorized Driver Forms

Personal Information Location:

ILC

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of staff authorized to drive

Information Collected:

Staff name, address, phone #, vehicle details, insurance information

Persons Listed in Data:

Employee Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction

Authority for Collection of Personal Information:

School Act 88

Personal Information Bank Name:

BAA course proposals

Personal Information Location:

Academy Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Course information related to specialty district or Academy courses

Information Collected:

Instructor name

Persons Listed in Data:

Instructors teaching the course

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Vice Principal of Academies, admin assistant

Authority for Collection of Personal Information:

School Act 75

Personal Information Bank Name:

Backup Repositories

Personal Information Location:

Stored electronically within School District 45

Purpose for the Collection, Use and Disclosure of Personal Information:

Restore data when required

Information Collected:

Staff demographics, Staff contact information, Student demographics

Persons Listed in Data:

Employees; students

Persons Information is Used By and/or Disclosed To:

IT department staff

Authority for Collection of Personal Information:

FIPPA 33.1 (p) i (b)

Personal Information Bank Name:

Bambora

Personal Information Location:

Board office / Bambora

Purpose for the Collection, Use and Disclosure of Personal Information:

Collects international student registration and payment

Information Collected:

Transaction date/time, IP address, card owner and type, address and contact information of card owner, expiry date

Persons Listed in Data:

Student registrant, payor

Persons Information is Used By and/or Disclosed To:

Finance / international staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

BC Bid Tender Database

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

As required

Information Collected:

Main contact, name of organization, address, email, phone number

Persons Listed in Data:

List of companies that have submitted tenders and proposals for various project bids

Persons Information is Used By and/or Disclosed To:

Purchasing Manager, Facilities Manager, Admin Staff

Authority for Collection of Personal Information:

Freedom of Information and Protection of Privacy Act

Personal Information Bank Name:

Behaviour Incidents

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking of incidents of student behaviour that result in staff injury

Information Collected:

Student name, school, designation, date of incident, details of incident

Persons Listed in Data:

Students who have displayed behaviours that have resulted in staff injury

Persons Information is Used By and/or Disclosed To:

Student Support Services administrators, staff, & Behaviour specialist

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 74

Personal Information Bank Name:

Benefits Records

Personal Information Location:

Atrieve Payroll System, SBO Employee File

Purpose for the Collection, Use and Disclosure of Personal Information:

To enroll, modify or terminate employees and their dependents in the benefit programs/ to pay benefit providers for related expenses and deductions

Information Collected:

Demographic data, Identification, Employment and Salary data

Persons Listed in Data:

Employee, Dependents, Beneficiaries

Persons Information is Used By and/or Disclosed To:

Payroll, Employee, Benefits Providers & Administrators, Auditors

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Bus Contracts

Personal Information Location:

Academy Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Communication with contracted bus company for scheduling purposes

Information Collected:

Employee names, email and phone numbers

Persons Listed in Data:

Administrative staff and head drivers

Persons Information is Used By and/or Disclosed To:

Director of Instruction, program secretary, admin assistant

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Charity tax receipt

Personal Information Location:

Board office and electronically off-site in Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

Tax receipts for donations

Information Collected:

As required by CRA: donor name, mailing address, amount of donation

Persons Listed in Data:

Donor

Persons Information is Used By and/or Disclosed To:

Finance staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) Income Tax Act

Personal Information Bank Name:

Class Size and Composition

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Track teachers with class sizes that are eligible for remedy

Information Collected:

Names/ number of children in class/ types of student designations in class

Persons Listed in Data:

Employees/ Students

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Communication Envelopes

Personal Information Location:

Labels generated in School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Given to students to take home

Information Collected:

Student's name/ may include address

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Parents/teachers

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Contract and Vendor Database

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

List of outside contractors, consultants and suppliers used by the District

Information Collected:

Name, organization, phone number, email, address

Persons Listed in Data:

List of main contacts for suppliers and contractors

Persons Information is Used By and/or Disclosed To:

Purchasing Manager, Facilities Manager, Admin Staff

Authority for Collection of Personal Information:

Freedom of Information and Protection of Privacy Act

Personal Information Bank Name:

Contractor, Facilities and Personnel Contact List

Personal Information Location:

Academy Office

Purpose for the Collection, Use and Disclosure of Personal Information:

For contacting the contractors, coaches and/or the facilities involved in the Academy programs

Information Collected:

Contractor / coach names, phone numbers, emails, facility addresses.

Persons Listed in Data:

Contractor / owner names, coach names

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Vice Principal of Acadmies, program secretary, admin assistant, supervising teachers

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Contracts and letters of employment/ salary confirmation

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Terms and conditions of employment

Information Collected:

Name/ address/ salary/ benefits/ length of employment

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Human Resources/ payroll

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Counsellor Files

Personal Information Location:

Counselling office

Purpose for the Collection, Use and Disclosure of Personal Information:

To document service and provide information for recommendations regarding counselling and educational placement

Information Collected:

Students referred for service from District schools or external sources/ support recommended or provided

Persons Listed in Data:

Students referred for service from District schools or external sources

Persons Information is Used By and/or Disclosed To:

Counsellors/ Teachers/ learning services staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Counsellor Files

Personal Information Location:

Counselling offices

Purpose for the Collection, Use and Disclosure of Personal Information:

Documentation of services, provision of information for service recommendations regarding counselling and educational programming

Information Collected:

Student name, parent name, record of services, recommendations for future services.

Persons Listed in Data:

Students referred to counselling and/or receiving counselling services

Persons Information is Used By and/or Disclosed To:

Counsellors

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 75

Personal Information Bank Name:

Criminal Record Check forms

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

To ensure volunteers are cleared to work in schools / historical record of clearances

Information Collected:

Name/ Address/ clearance status

Persons Listed in Data:

Volunteers

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

CSL (Report Cards)

Personal Information Location:

School office

Purpose for the Collection, Use and Disclosure of Personal Information:

Informing Parents of Student Progress/ Achievement and attendance

Information Collected:

Student name/ grade/ division/ teacher/ PEN/ achievement information/ attendance

Persons Listed in Data:

Student name

Persons Information is Used By and/or Disclosed To:

Teachers/ Administrators/ Clerical

Authority for Collection of Personal Information:

School Act Sections 79(3), 85 (2)j and 168 (2) and Ministry Order 191/94

Personal Information Bank Name:

Custodial Staff Casual List

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

Maintain a record of casual / spare custodians

Information Collected:

Name, address, contact information

Persons Listed in Data:

Individuals that qualify to be on call for the District

Persons Information is Used By and/or Disclosed To:

Custodial Supervisor, Admin Assistant

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Disability Records

Personal Information Location:

Atrieve Payroll System, SBO Employee File

Purpose for the Collection, Use and Disclosure of Personal Information:

To record disability and injury data/ to submit claims/ to confirm wage loss/ to pay disability providers for related expenses and deductions

Information Collected:

Demographic data, Employment and Salary data, Dates

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Payroll, Human Resources, Employee, Disability Providers, Legal Counsel, Auditors

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Discovery Education

Personal Information Location:

Hosted off-site Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

Online textbook

Information Collected:

Names of students, teachers and parents. Student and teacher numbers

Persons Listed in Data:

Names of students, teachers and parents. Student and teacher numbers

Persons Information is Used By and/or Disclosed To:

Student; staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

District Exclusion orders

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

History of persons who have received an order of exclusion under section 177 of School Act

Information Collected:

person's name, address, reason for exclusion

Persons Listed in Data:

Individual

Persons Information is Used By and/or Disclosed To:

Associate Superintendent and Executive Assistant

Authority for Collection of Personal Information:

School Act 74

Personal Information Bank Name:

District Staff Directory

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

District Staff position, location and contact numbers

Information Collected:

Staff name/ phone/ number/location/position held

Persons Listed in Data:

Names of all district staff

Persons Information is Used By and/or Disclosed To:

Staff and Administrators

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Donation form

Personal Information Location:

Board office

Purpose for the Collection, Use and Disclosure of Personal Information:

To collect information required to prepare tax receipts

Information Collected:

donor name, mailing address, telephone #, amount of donation

Persons Listed in Data:

Donor

Persons Information is Used By and/or Disclosed To:

Finance staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) Income Tax Act

Personal Information Bank Name:

Emergency Contact Binder

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

SBO staff's contact in case of a unexpected emergency

Information Collected:

emergency contact's name and phone number/ list of employee medication/ list of employee allergies

Persons Listed in Data:

School Board Office Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Employee Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of Employment

Information Collected:

Name, employee number/ address/ phone number/ education/ previous employment/ references/ benefit information/ birthdate/ name and address of beneficiaries/ probation review/ criminal record check

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Human Resources / payroll

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Employee Performance Evaluations

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Historical record of employees performance review

Information Collected:

Name/ work location/ position

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

English Language Learning Annual Instructional Plans

Personal Information Location:

ELL portal - District server

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking ELL student progress and service

Information Collected:

Student name, birthdate, PEN, grade, School, current and past ELL level, years of ELL service, Progress Reports, ELL teacher name

Persons Listed in Data:

Students with ministry ELL designation, ELL case manager

Persons Information is Used By and/or Disclosed To:

Student Support Services Administrator, ELL Coordinator, ELL teachers

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act, sections 79 (3), 85 (2) (j) and 168 (2)

Personal Information Bank Name:

English Language Learning Caseloads

Personal Information Location:

ELL portal - District server

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking ELL student progress and service

Information Collected:

Student name, birthdate, PEN, grade, School, ELL level, years of ELL service, ELL teacher name

Persons Listed in Data:

Students with ministry ELL designation, ELL case manager

Persons Information is Used By and/or Disclosed To:

Student Support Services Administrator, ELL Coordinator, ELL teachers

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 75

Personal Information Bank Name:

English Language Learning Files

Personal Information Location:

ELL teacher classroom

Purpose for the Collection, Use and Disclosure of Personal Information:

Ministry of Education Documentation requirement for funding

Information Collected:

ELL student names, PEN, DOB, consent for services, school attending, ELL level, ELL Language Proficiency Assessments, ELL Teacher timetable, ELL Matrices highlighted, ELL Report Cards, AIP (Annual Instructional Plan); Secondary ELL students include - student timetable, adaptation examples for learning

Persons Listed in Data:

Students with ministry ELL designation

Persons Information is Used By and/or Disclosed To:

ELL Teachers

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 7

Personal Information Bank Name:

Expense Reports

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking of staff expenditures for accounting purposes

Information Collected:

mileage reports, copies of auto insurance, expense reports`

Persons Listed in Data:

Student Support Services Administrators, Educational Assistants, LST teachers, Student Support Services Specialist staff

Persons Information is Used By and/or Disclosed To:

Student Support Services Adminstrators and staff

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 74

Personal Information Bank Name:

External Competition Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Job application from external candidate

Information Collected:

Name/ personal contact information/ address/ phone number/ email address/ reference information/ position/ social insurance number/ benefit forms

Persons Listed in Data:

Applicant name/ Applicant's references

Persons Information is Used By and/or Disclosed To:

Human Resources/ Supervisor

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Extracts from MyEd BC

Personal Information Location:

Board office

Purpose for the Collection, Use and Disclosure of Personal Information:

To facilitate student/teacher/parent use of KEV School Cash

Information Collected:

Student name (legal first, usual first, legal middle, legal last, usual last), Pupil #, physical address, home phone, student email, homeroom, grade, 1st contact name (legal first, legal last), 2nd contact name (legal first, legal last), DOB, gender, 1st contact email

Persons Listed in Data:

Students, parents or guardians

Persons Information is Used By and/or Disclosed To:

Finance and school administrative staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act

Personal Information Bank Name:

Facility Usage Booking "FUBU"

Personal Information Location:

ILC

Purpose for the Collection, Use and Disclosure of Personal Information:

Book time at facility (Kay Meek Theatre)

Information Collected:

Employee Names

Persons Listed in Data:

Employee Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction and Learning Services Assistant, Facilities Assistant and Kay Meek
Director of Venue Services

Authority for Collection of Personal Information:

FIPPA 26

Personal Information Bank Name:

Follett Library

Personal Information Location:

Library

Purpose for the Collection, Use and Disclosure of Personal Information:

To sign out books and resources to students

Information Collected:

Student's name; may include address; phone numbers

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Formal Investigation Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Individual staff investigation/ track process of complaint launched regarding an employee

Information Collected:

Name/ nature of complaint/ investigation of complaint/ witness statement/ actions taken

Persons Listed in Data:

Employee/ names of witness

Persons Information is Used By and/or Disclosed To:

Human Resources/ supervisor

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Framework for Enhancing Student Learning

Personal Information Location:

ILC/stored electronically in district

Purpose for the Collection, Use and Disclosure of Personal Information:

Required by schools/Ministry of Ed

Information Collected:

Staff Names

Persons Listed in Data:

Staff Names

Persons Information is Used By and/or Disclosed To:

DLT

Authority for Collection of Personal Information:

FIPPA 26, School Act

Personal Information Bank Name:

FreshGrade

Personal Information Location:

Hosted Off-site in Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

Student Portfolios

Information Collected:

Names of students, teachers and parents. Student and teacher numbers, parent email and phone number, address, place of employment, custody status, Student work

Persons Listed in Data:

Names of students, teachers and parents. Student and teacher numbers, parent email and phone number, address, place of employment, custody status, Student work

Persons Information is Used By and/or Disclosed To:

Students, Parents, Teachers, School Admin

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

FSA exemption Lists

Personal Information Location:

Stored electronically in district

Purpose for the Collection, Use and Disclosure of Personal Information:

Track exclusions from Ministry assessment

Information Collected:

Student Names, PEN, designations, ELL Levels

Persons Listed in Data:

Student Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Learning Services Assistant

Authority for Collection of Personal Information:

FIPPA 26, School Act 79

Personal Information Bank Name:

FSA Student Information

Personal Information Location:

Stored electronically in district

Purpose for the Collection, Use and Disclosure of Personal Information:

School back up and district results

Information Collected:

Student Names, PEN, Assessment Data

Persons Listed in Data:

Student Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Learning Services Assistant

Authority for Collection of Personal Information:

Personal Information Bank Name:

Google Apps for Education

Personal Information Location:

Google

Purpose for the Collection, Use and Disclosure of Personal Information:

Learning and productivity

Information Collected:

Documents, file storage; productivity tools; communication tools; employee demographics; student demographics

Persons Listed in Data:

Students; teachers; administrators; employees

Persons Information is Used By and/or Disclosed To:

Students; teachers; administrators; employees

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Grievance Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Documentation and reference of materials to maintain history of resolution

Information Collected:

Letters between employees and union during process/ ruling and settlement/ investigation notes

Persons Listed in Data:

Griever/ respondent/ arbitrator/ lawyers

Persons Information is Used By and/or Disclosed To:

Human Resources/ Senior Staff

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Growth Plans

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Individual Employee professional development plan

Information Collected:

Name/ personal performance and professional growth plans

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Gym, classroom, fields, parking lot rentals

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

To track the revenue generated by rentals of our sites

Information Collected:

Name, address, organization, email, insurance information

Persons Listed in Data:

Individuals or organizations using SD45 sites for meetings, sports and other events

Persons Information is Used By and/or Disclosed To:

Rentals Dept

Authority for Collection of Personal Information:

Freedom of Information and Protection of Privacy Act

Personal Information Bank Name:

Homeschool Agreements

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of students registered as Home School as required by Ministry of Education

Information Collected:

Student name, School, Grade completed, DOB, parent/guardian name

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Executive Assistant

Authority for Collection of Personal Information:

School Act 75, 79

Personal Information Bank Name:

Human Resources Share Drive

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Historical record of employees

Information Collected:

Employee Staffing, Medical, Grievances, Investigations, Health and Safety, New Hire Forms, Legal Requests, References, Behaviour Incident Reports/ discipline investigations/ TTOC and Teacher verifications/ Call record sheets/ absence and TOC history

Persons Listed in Data:

Employees and student information

Persons Information is Used By and/or Disclosed To:

Excluded Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Individual Educational Plan (IEP)

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Educational Plan for Students with Ministry Designations

Information Collected:

Student name/ address/ birthdate/ parent/guardian name/ email/ grade/ PEN student number/ age/ gender/ phone number/ Case Manager/ Diagnosis/ goals and plan

Persons Listed in Data:

Student and Parent/Guardian name

Persons Information is Used By and/or Disclosed To:

Learning Assistance/ Classroom Teachers/ Administrators

Authority for Collection of Personal Information:

School Act 7 (1) b

Personal Information Bank Name:

Individual Educational Plans

Personal Information Location:

MyEdBC

Purpose for the Collection, Use and Disclosure of Personal Information:

Documentation required for Ministry of Education Special Education designation

Information Collected:

Student demographics (name, PEN, Gender, Grade, Birthdate, Language, school, case manager, designation), Parent names, address, student support team members, functional needs assessment, student profile (needs, strengths), goals, objectives, strategies, measurement strategies.

Persons Listed in Data:

Students with ministry special education designations

Persons Information is Used By and/or Disclosed To:

Student Support Services administrators and staff, LST, Counsellors, School Administrators, Student Support Services Specialist staff, classroom teachers

Authority for Collection of Personal Information:

FIPPA 26 (c), (h); School Act 75, 168 (2); M150/69; M639/95; M191/94; M282/89

Personal Information Bank Name:

Industry Training reports

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Collection of student information registered for ITA to be provided to the MOE

Information Collected:

Student name, PEN, school name

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Executive Assistant

Authority for Collection of Personal Information:

School Act 75, 79

Personal Information Bank Name:

Information Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Compensation, Benefits, research related to individual levels of compensation

Information Collected:

Names/ salary levels/ years of service

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Innovation Grant Proposals

Personal Information Location:

Inglwood Learning Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

Track grant submissions

Information Collected:

Teacher names

Persons Listed in Data:

Staff name

Persons Information is Used By and/or Disclosed To:

DLT

Authority for Collection of Personal Information:

FIPPA 26

Personal Information Bank Name:

Internal Competition Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Job application

Information Collected:

Name/ employee number/ private phone number/ email address/ address/ name and email of references/ position/ seniority date/ hire date/ resume/ Social Insurance Number/ benefit forms

Persons Listed in Data:

Applicant name/ Applicant's references

Persons Information is Used By and/or Disclosed To:

Human Resources/ Supervisor

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

International payment reconciliation

Personal Information Location:

Board office

Purpose for the Collection, Use and Disclosure of Personal Information:

Track international student payments

Information Collected:

Name, payment amounts, payment dates, payment methods, unique identifiers

Persons Listed in Data:

All international students

Persons Information is Used By and/or Disclosed To:

Finance/International staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c), School Act 156

Personal Information Bank Name:

Interview Notes and Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Keep a 1 year historical record of candidates

Information Collected:

Resumes, Names, Email Address, Address, Past Job experience

Persons Listed in Data:

Candidates and Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

IT Service Requests; Incident Reports

Personal Information Location:

Stored electronically within School District 45

Purpose for the Collection, Use and Disclosure of Personal Information:

Support teachers and staff

Information Collected:

Staff demographics, Staff contact information, Student demographics

Persons Listed in Data:

Staff, Students

Persons Information is Used By and/or Disclosed To:

IT department staff

Authority for Collection of Personal Information:

* Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Personal Information Bank Name:

IXL

Personal Information Location:

Hosted off-site Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

Online textbook

Information Collected:

Names of students, teachers and parents. Student and teacher numbers

Persons Listed in Data:

Names of students, teachers and parents. Student and teacher numbers

Persons Information is Used By and/or Disclosed To:

Student; staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

JEIS Binder

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Support Staff employee medical leave information

Information Collected:

Medical Information/ position/ hire date/ name/ address/ contact information/ medical diagnosis/ absence history/ return to work information/ medical limitations

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources/ Desjardins Health Care Manager/ Union

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Job Posting Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Maintain record of exempt postings

Information Collected:

Names/ resumes/ references/ outcomes

Persons Listed in Data:

Candidates and Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

KEV - Accounting Software

Personal Information Location:

Stored electronically off-site in Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain accounting records of the collection and disbursement of funds, including parent/vendor information

Information Collected:

Student name (usual first, legal last), Pupil #, homeroom, grade, fee payment history, first contact name (legal first, legal last), donor name, donor address, donation amount,

Persons Listed in Data:

Students, parents or guardians, donors

Persons Information is Used By and/or Disclosed To:

Finance and school administrative staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act

Personal Information Bank Name:

Keyscan database

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

List those that have access to building sites

Information Collected:

Name, school or organization, user number, security information

Persons Listed in Data:

District staff, contractors

Persons Information is Used By and/or Disclosed To:

Locksmith, Facilities Manager, Contractor (software supplier)

Authority for Collection of Personal Information:

Freedom of Information and Protection of Privacy Act

Personal Information Bank Name:

Language Challenge Exams

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Collection and collation of all students challenging a language course

Information Collected:

Student name, PEN, school name and subject

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Executive Assistant

Authority for Collection of Personal Information:

School Act 75, 79

Personal Information Bank Name:

Learning Services Screening

Personal Information Location:

District office (MYED)

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking Learning Services students for District and Ministry funding purposes

Information Collected:

Student's name/ designation/ assessments/reports/ progress tracking for audit

Persons Listed in Data:

Learning services students - low and high incidence and students in District programs

Persons Information is Used By and/or Disclosed To:

Learning Services staff/ school based teams/ psychologist/ secretary/ Program coordinators

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Learning Services Working Files

Personal Information Location:

District office (MYED)

Purpose for the Collection, Use and Disclosure of Personal Information:

Records of students in programs and intervention data for students with severe behavior

Information Collected:

Name/ birthdate/ address/ phone number/ school/ parent/guardian name/ address/ designation or category for service/ support provided

Persons Listed in Data:

Student names/ parent/guardian name/

Persons Information is Used By and/or Disclosed To:

Learning assistance staff/ principals/ psychologists/ speech language therapists/ counsellors

Authority for Collection of Personal Information:

School Act 75

Personal Information Bank Name:

Learning Support Working Files

Personal Information Location:

Learning Support Program room in schools

Purpose for the Collection, Use and Disclosure of Personal Information:

Records for students in Learning Support Program

Information Collected:

Name, Birthdate, parent/guardian name, address, phone number, ministry of education special education designation documentation, documentation of support, evaluation and progress reports

Persons Listed in Data:

Students receiving service from Learning Support Program

Persons Information is Used By and/or Disclosed To:

Learning Support teachers, administration, Educational Assistants

Authority for Collection of Personal Information:

School Act 7, 88

Personal Information Bank Name:

Leave Requests

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Individual staff leave requests

Information Collected:

Names and nature of request

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Library Computer Database

Personal Information Location:

Library

Purpose for the Collection, Use and Disclosure of Personal Information:

To track loans of library books and resources

Information Collected:

Student name and number

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Lighthouse Festival Performance Sign Up

Personal Information Location:

ILC

Purpose for the Collection, Use and Disclosure of Personal Information:

Coordinate festival agenda/schedule

Information Collected:

Staff Names

Persons Listed in Data:

Staff Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction and Learning Services Assistant

Authority for Collection of Personal Information:

Personal Information Bank Name:

List of English Language Learners

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Department records to cross check with student information system and confirm funding

Information Collected:

Information from Student Information System/ confirmation for funding

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Administrators/ Teachers/ school staff/ counsellors

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

List of Students Receiving Hospital Homebound Services

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking students receiving Hospital Homebound services

Information Collected:

Student name, school, birthdate, grade.

Persons Listed in Data:

Students receiving Hospital Homebound Services

Persons Information is Used By and/or Disclosed To:

Student Support Services administrators, staff, and Hospital Homebound teacher

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 75

Personal Information Bank Name:

Lists of Aboriginal Students

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Administration of Aboriginal students and staff who serve them

Information Collected:

Student name and pupil number/ PEN/ support provided

Persons Listed in Data:

Aboriginal students

Persons Information is Used By and/or Disclosed To:

Aboriginal Department staff/ School Staff/ Teachers

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Make A Future

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Current and historic job postings/ candidate applications

Information Collected:

Employee Name/ email address/ address/ BC TRB/ Resume/ Cover Letter/ Transcript/ certifications/ Canadian citizenship or immigration status/ reference phone number and email address

Persons Listed in Data:

applicant name/ Applicant's references

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Medical Alert List

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of those students with medical alerts and the medication management plan.

Information Collected:

Student Name, allergy or medical alert, medication, and medical plan

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

School Office Staff/ teachers/administrators

Authority for Collection of Personal Information:

School Act 88

Personal Information Bank Name:

Medical Records- Return to Work

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of employee medical diagnosis and limitations/ return to work plan

Information Collected:

Medical notes/ names/ doctor names/ listing of limitations and conditions

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:
Meeting Notes- Labour Management

Personal Information Location:
Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Information Collected:
Employee Names/ personal issues - medical

Persons Listed in Data:
Employees

Persons Information is Used By and/or Disclosed To:
Human Resources

Authority for Collection of Personal Information:
School Act 15

Personal Information Bank Name:

Mentorship Partnership Lists

Personal Information Location:

ILC

Purpose for the Collection, Use and Disclosure of Personal Information:

To arrange mentorship teams for teachers

Information Collected:

Staff Names

Persons Listed in Data:

Staff Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction and WVTA President

Authority for Collection of Personal Information:

Personal Information Bank Name:

Ministry Reporting Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Required by Ministry of Education

Information Collected:

Employee Name/ BC TRB Number/ FTE/ address

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

MyBlueprint

Personal Information Location:

Hosted off-site Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

Student portfolios

Information Collected:

Names and id of students; birthdate; PEN; student work

Persons Listed in Data:

Names of students, teachers, and parents

Persons Information is Used By and/or Disclosed To:

Students; parents; teachers; principal

Authority for Collection of Personal Information:

FIPPA 26 (c); M191/94

Personal Information Bank Name:

MyEducationBC SIS

Personal Information Location:

Data Center

Purpose for the Collection, Use and Disclosure of Personal Information:

Student Information System stores information required for enrolment, attendance, marks, report cards, ministry reporting, scheduling, transferring/withdrawing students, fees, busing, special needs program administration, assessment record; reports are ge

Information Collected:

Names; addresses; phone numbers; birthdates;

Persons Listed in Data:

Students; teachers; parents; contacts such as doctors or individuals;

Persons Information is Used By and/or Disclosed To:

School Staff, School Admin, District Staff, District Admin

Authority for Collection of Personal Information:

Ministerial Order 152/89 School Act 75, 79 , FIPPA 26 (c)

Personal Information Bank Name:

Office 365 for Staff

Personal Information Location:

Microsoft (stored electronically within Canada)

Purpose for the Collection, Use and Disclosure of Personal Information:

Productivity

Information Collected:

File storage; productivity tools; communication tools; employee demographics

Persons Listed in Data:

Teachers; administrators; employees

Persons Information is Used By and/or Disclosed To:

Teachers; administrators; employees

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Out of District Students in WV Schools Academies

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Billing for cross enrolled students

Information Collected:

student name, home school, PEN, academy program

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Associate Superintendent and Executive Assistant

Authority for Collection of Personal Information:

School Act 75, 79, 168

Personal Information Bank Name:

Parent Complaints to Board of Education

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Parent advocacy regarding student issue or concerns

Information Collected:

Parent Names, Student names, Employee names

Persons Listed in Data:

Employees and parents

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Parent correspondence

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Disciplinary letters and correspondence

Information Collected:

parent/guardian name, address, and student name and address

Persons Listed in Data:

Parent/guardian and student

Persons Information is Used By and/or Disclosed To:

Associate Superintendent and Executive Assistant

Authority for Collection of Personal Information:

School Act 7, 79

Personal Information Bank Name:

Parent Optional Field Trip information and Consent Form

Personal Information Location:

Teachers/ Administrator/ Clerical

Purpose for the Collection, Use and Disclosure of Personal Information:

Consent for participation in field trip

Information Collected:

Parent's name/ phone number/ trip details

Persons Listed in Data:

Student and parent name

Persons Information is Used By and/or Disclosed To:

Teacher/ Administrators/ School Office Staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Parents Advisory Council Tax Deductible Donations

Personal Information Location:

School District office or School office

Purpose for the Collection, Use and Disclosure of Personal Information:

Donations to schools

Information Collected:

Name/ address/ phone number/ financial details of donations

Persons Listed in Data:

Individuals making donations

Persons Information is Used By and/or Disclosed To:

Parent Advisory Council/ Accounting Clerk/ Administrators

Authority for Collection of Personal Information:

FIPPA 26 (c)/Income Tax Act 149 (1) ©

Personal Information Bank Name:

Payroll Pre-Authorized Debit

Personal Information Location:

Board Office, RBC

Purpose for the Collection, Use and Disclosure of Personal Information:

For reimbursement of employee share of benefit costs

Information Collected:

Employee name, ID, bank account number

Persons Listed in Data:

All employees with a pre-authorized debit payment plan

Persons Information is Used By and/or Disclosed To:

Finance/payroll staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Payroll Records

Personal Information Location:

Atrieve Payroll System, SBO Employee File, Former SDS Payroll System

Purpose for the Collection, Use and Disclosure of Personal Information:

To hire or terminate employees/ to modify payroll records as employment changes/ to record and pay time/ to submit data to various government agencies, unions and associations/ to pay various vendors for payroll related expenses and deductions

Information Collected:

Demographic data, Employment and Salary data, Dates, Banking Information

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Payroll, Finance, Human Resources, Employee, Manager, Government Agencies, Unions, Auditors

Authority for Collection of Personal Information:

FIPPA 26 (a): BC ESA (Employment Standards Act)/ CPP Act (Canada Pension Plan)/ EI Act (Employment Insurance)/ Income Tax Act

Personal Information Bank Name:

Pension Records

Personal Information Location:

Atrieve Payroll System, SBO Employee File, Former SDS Payroll System

Purpose for the Collection, Use and Disclosure of Personal Information:

To enroll, modify or terminate employees in the pension programs/ to record and submit data to the BC Pension Corporation

Information Collected:

Demographic data, Employment data, Pensionable Salary, Service & Contribution data, Dates

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Payroll, Employee, BC Pension Corporation (TPP, MPP)

Authority for Collection of Personal Information:

FIPPA 26 (a): BC PBSA (Pension Benefits Standards Act)

Personal Information Bank Name:

Permanent Record Cards

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Permanent student record required by law

Information Collected:

Student name/ pupil number/ PEN/ birthdate/ phone number/ achievement data

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Administrators/ Teachers/ Office Staff/ Counsellors

Authority for Collection of Personal Information:

School Act 79 (1) and (3)/FIPPA 26 ©

Personal Information Bank Name:

Physical Readiness Questionnaire / Waivers

Personal Information Location:

Academy Office, Coach Files

Purpose for the Collection, Use and Disclosure of Personal Information:

Student information collected to assess previous injuries and track any medical alerts

Information Collected:

Student name, birthdate, height, weight, previous injuries, parent name, phone number, emergency contact and phone number, doctor name and phone number, description of any medical condition

Persons Listed in Data:

Student names, parent names, emergency contacts

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Vice Principal of Academies, program secretary, admin assistant

Authority for Collection of Personal Information:

School Act 75

Personal Information Bank Name:

Pro D Sign up (WVTA)

Personal Information Location:

ILC

Purpose for the Collection, Use and Disclosure of Personal Information:

Track Pro D attendance and session offerings

Information Collected:

Staff Names

Persons Listed in Data:

Staff Names

Persons Information is Used By and/or Disclosed To:

Director of Instruction and District Pro D Committee Members

Authority for Collection of Personal Information:

Personal Information Bank Name:

Pro Master Key Management

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

Control and track the keys in the District

Information Collected:

Name, location, key numbers and access

Persons Listed in Data:

District staff, contractors

Persons Information is Used By and/or Disclosed To:

Locksmith

Authority for Collection of Personal Information:

Freedom of Information and Protection of Privacy Act

Personal Information Bank Name:

Purchasing card database/extracts

Personal Information Location:

Board office / schools / facilities /BMO data centre

Purpose for the Collection, Use and Disclosure of Personal Information:

Track, approve and code purchases made with BMO Mastercards

Information Collected:

Name, email address, and business address

Persons Listed in Data:

All employees with a purchase card and any of their supervisors without a purchase card

Persons Information is Used By and/or Disclosed To:

Finance staff, cardholders, approvers

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c), School Act 156

Personal Information Bank Name:

Referral list for English Language Learners

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record current status of students

Information Collected:

Name/ address/ birthdate/ service recommended or provided

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

ELL Teachers/ ELL Department

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Referral Tracking Forms

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking students who have been referred for special education services

Information Collected:

Student name, grade, birthdate, school

Persons Listed in Data:

Students who have been referred for specialized services

Persons Information is Used By and/or Disclosed To:

Student Support Services administrators, staff, psychologists, OT, SLP, PT

Authority for Collection of Personal Information:

FIPPA 26 (c), (h); School Act 75, 168 (2); M150/69; M639/95; M191/94; M282/89

Personal Information Bank Name:

Registration Form and supporting documents

Personal Information Location:

G4 File – School Office/ Counselling/Office/Storage

Purpose for the Collection, Use and Disclosure of Personal Information:

School Registration

Information Collected:

citizenship/ passport/ gender/ address/ copies of ID/ siblings/ emergency contact/ Aboriginal Ancestry/ Birthplace/ language spoken at home/ last school/ parent/guardian name/ address/ telephone/ relationship to student/ telephone numbers/ doctor's name and phone/ care card number

Persons Listed in Data:

Student and parent name/doctor's name

Persons Information is Used By and/or Disclosed To:

School Office Staff/Administrators/Board Office

Authority for Collection of Personal Information:

School Act 3(1)

Personal Information Bank Name:

Reports from KEV School Cash

Personal Information Location:

Board office, schools, and electronically off-site in Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

To manage fee collection

Information Collected:

Student name (usual first, legal last), Pupil #, homeroom, grade, fee payment history, first contact name (legal first, legal last), donor name, donor address, donation amount,

Persons Listed in Data:

Students, parents or guardians

Persons Information is Used By and/or Disclosed To:

Finance and school administrative staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act

Personal Information Bank Name:

Retirees contact information

Personal Information Location:

Electronic on Executive Assistant's computer

Purpose for the Collection, Use and Disclosure of Personal Information:

for the purposes of invitation to the annual District Retirement reception

Information Collected:

email address

Persons Listed in Data:

former retirees who have consented to receive invitation to the annual District Retirement reception

Persons Information is Used By and/or Disclosed To:

Sharon Pierce

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Scholarship form

Personal Information Location:

Board office

Purpose for the Collection, Use and Disclosure of Personal Information:

Facilitate scholarship payments to students

Information Collected:

student legal name, mailing address, telephone #, email address for T4A, SIN for T4A, university registration details if required under terms of award

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Finance staff

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) Income Tax Act

Personal Information Bank Name:

School Messenger

Personal Information Location:

School Messenger (stored electronically within Canada)

Purpose for the Collection, Use and Disclosure of Personal Information:

Call out system; mass communication from school/district to parents/guardians

Information Collected:

Student name; pupil number; home phone; cell phone; primary email for parent

Persons Listed in Data:

Students; parents/guardians

Persons Information is Used By and/or Disclosed To:

School office staff; district staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Seniority Lists

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking teachers and support staff seniority

Information Collected:

Name,/ years of service/ position

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources/union members/ supervisors

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Shared Drive – SITE (on each school LSS)

Personal Information Location:

Stored electronically within School District 45

Purpose for the Collection, Use and Disclosure of Personal Information:

Staff file/document storage

Information Collected:

Staff demographics, Staff contact information, Student demographics

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

School admin staff; district staff

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

SJJC Binder

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Job description information

Information Collected:

Names of employees associated to job/ email correspondence/ job duties/ salary

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources/ Finance/ Union/ Employee Reps

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Staff Database

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Provides ability to contact staff

Information Collected:

Name/ contact information/ address/ phone number/ emergency contact/ care card number/
medical alert/ employee number

Persons Listed in Data:

Staff Names/ emergency contacts

Persons Information is Used By and/or Disclosed To:

School Office Staff/ Administrators/ Counsellors

Authority for Collection of Personal Information:

School Act (15)

Personal Information Bank Name:

Staff Development Sign Ups

Personal Information Location:

Inglwood Learning Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

Track staff attendance at events

Information Collected:

Teacher name

Persons Listed in Data:

Staff name

Persons Information is Used By and/or Disclosed To:

Directors of Instruction (DOI)

Authority for Collection of Personal Information:

Personal Information Bank Name:

Staff directory

Personal Information Location:

Board office / schools / facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

Provide administrative staff with district contact information

Information Collected:

Name and business phone number

Persons Listed in Data:

All employees with a direct phone line

Persons Information is Used By and/or Disclosed To:

District staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Staff Emergency Contact List

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Staff communication and emergency numbers

Information Collected:

Names/ address and phone number

Persons Listed in Data:

Staff and Administrators

Persons Information is Used By and/or Disclosed To:

Staff and Administrators

Authority for Collection of Personal Information:

School Act (15)

Personal Information Bank Name:

Staffing Information

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of staff assigned to particular locations

Information Collected:

Names/ FTE

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Strong Start Registrations

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Registration of children coming into Strong Start Program

Information Collected:

Proof of identification (Birth Certificates, passports)

Persons Listed in Data:

students registered in Strong Start Programs

Persons Information is Used By and/or Disclosed To:

Student Support Services administrators and staff

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 75

Personal Information Bank Name:

Student Attendance Record

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Phone calls from parents regarding attendance

Information Collected:

Student and parent name/ reason for absence

Persons Listed in Data:

Student name

Persons Information is Used By and/or Disclosed To:

School Office Staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Student Behavior Incidents Reports

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of student behavior

Information Collected:

Name of students and letter indicating behavior and actions taken

Persons Listed in Data:

Names of students

Persons Information is Used By and/or Disclosed To:

Administrators/ Teachers/ Parents/ Counsellors

Authority for Collection of Personal Information:

School Act (6)

Personal Information Bank Name:

Student Contact Lists by Academy

Personal Information Location:

Academy Office

Purpose for the Collection, Use and Disclosure of Personal Information:

For emergency (or other) contact of parents by Academy personnel or coaching staff

Information Collected:

Student name, parent name, email, phone numbers

Persons Listed in Data:

Student, guardians

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Vice Principal of Academies, program secretary, admin assistant, supervising teachers

Authority for Collection of Personal Information:

School Act 75

Personal Information Bank Name:

Student Discipline files

Personal Information Location:

Associate Superintendent's office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking and reference

Information Collected:

student name. parent/guardian information, historical documents

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Associate Superintendent and Executive Assistant

Authority for Collection of Personal Information:

School Act 74

Personal Information Bank Name:

Student Discipline log files

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Provide critical evidence for any future discipline/dispute situations

Information Collected:

student name, parent/guardian information, reason for student discipline and disposition

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Associate Superintendent and Executive Assistant

Authority for Collection of Personal Information:

School Act 74

Personal Information Bank Name:

Student Files (G4)

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Central school record of student information

Information Collected:

Names of students/ PEN/ CSL reports/ IEP's/ Specialists reports: PSR

Persons Listed in Data:

Names of students/ correspondence to parents may include name and address

Persons Information is Used By and/or Disclosed To:

Teachers/ Administrators/ Counsellors/ school office staff

Authority for Collection of Personal Information:

School Act 79

Personal Information Bank Name:

Student Identification

Personal Information Location:

School office

Purpose for the Collection, Use and Disclosure of Personal Information:

Contact information

Information Collected:

Teacher's name/ Student/social worker and contact information / Student name /PEN /Student gender/ medical conditions

Persons Listed in Data:

Student and parent/guardian name/teacher's name

Persons Information is Used By and/or Disclosed To:

Clerical/ Administrators/teachers/counsellors

Authority for Collection of Personal Information:

School Act

Personal Information Bank Name:

Student Information Form, Academy Registration Form

Personal Information Location:

Academy Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Student information collected to determine suitability for an Academy, Student and Parent information collected for contact purposes

Information Collected:

Student name, birthdate, parent name, parent email, home address, home phone, cell phone, report card.

Persons Listed in Data:

Student names, parent names, previous coach names

Persons Information is Used By and/or Disclosed To:

Director of Instruction, vice principal of Academies, program secretary, admin assistant

Authority for Collection of Personal Information:

School Act 75, 79

Personal Information Bank Name:
Student Information Verification Form

Personal Information Location:
School Office

Purpose for the Collection, Use and Disclosure of Personal Information:
Verify student information in student information system (MyEducation BC)

Information Collected:
Student Name/ Gender/ birthdate/ home phone/ address/ parent/guardian name/ address/
language/ occupation/ work phone number/ home phone/ cell phone/ emergency contacts/
relationship/ home phone/ language spoken/ work phone cell phone/ immigration status/
language at home/ aboriginal ancestry/ medical information including doctor and doctor's phone/
care card number/ siblings

Persons Listed in Data:
Student name/ parent/guardian name/ emergency contacts/ doctor

Persons Information is Used By and/or Disclosed To:
Clerical staff

Authority for Collection of Personal Information:
School Act 3

Personal Information Bank Name:

Student Injury Reports

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of students injuries while at school

Information Collected:

Name of student, date and type of injury

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

School Office Staff

Authority for Collection of Personal Information:

School Act 74, 75

Personal Information Bank Name:

Student Physical Contact towards Staff report

Personal Information Location:

School office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of student physical contact towards staff member

Information Collected:

Name of Staff, student, type of physical contact

Persons Listed in Data:

Staff and student

Persons Information is Used By and/or Disclosed To:

School Office Staff/ Teacher/ Administrator

Authority for Collection of Personal Information:

School Act 74, 75

Personal Information Bank Name:

Student Registry

Personal Information Location:

Student Support Services Office - District Server

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking of students with designations

Information Collected:

student name, case manager name, designation, school

Persons Listed in Data:

students with designation, case manager

Persons Information is Used By and/or Disclosed To:

Student Support Services Administrators and staff

Authority for Collection of Personal Information:

FIPPA 26 (c),

Personal Information Bank Name:

Student scholarships

Personal Information Location:

Stored Electronically at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Track district scholarships

Information Collected:

Student name, PEN, school name

Persons Listed in Data:

Student

Persons Information is Used By and/or Disclosed To:

Executive Assistant

Authority for Collection of Personal Information:

School Act 75, 79

Personal Information Bank Name:

Student Support Services Staff Files

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Tracking of department staff records for administrative puposes

Information Collected:

Resumes, Transcripts, Record of Appointments, evaluation reports, communication

Persons Listed in Data:

Education Assistants, LST Teachers, ELL Teachers, Student Support Specialist Staff

Persons Information is Used By and/or Disclosed To:

Student Support Services Administrators

Authority for Collection of Personal Information:

FIPPA 26 (c),

Personal Information Bank Name:

Student Withdrawal Form

Personal Information Location:

School Office and storage room

Purpose for the Collection, Use and Disclosure of Personal Information:

Track/ manage students withdrawing from school

Information Collected:

Student name/ student number/ grade/ division/ gender/ address/ support services provided

Persons Listed in Data:

Student name

Persons Information is Used By and/or Disclosed To:

Counsellors/ Administrators/ Clerical

Authority for Collection of Personal Information:

FIPPA 26 (c) School Act 79

Personal Information Bank Name:

Suicide Risk Assessments

Personal Information Location:

Student Support Services Office - District Principal

Purpose for the Collection, Use and Disclosure of Personal Information:

Documentation of assessment of suicide risk by school counsellors

Information Collected:

Student name, parent name, school, counsellor assessing risk, details of risk, response to risk

Persons Listed in Data:

Students assessed for suicide risk

Persons Information is Used By and/or Disclosed To:

District Principal

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 75

Personal Information Bank Name:

Support Services Student Files

Personal Information Location:

Student Support Services Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Documentation required for Ministry of Education Special Education designation

Information Collected:

Individual Education Plans, reports, consent for services, record of services.

Persons Listed in Data:

Students with ministry special education designations

Persons Information is Used By and/or Disclosed To:

Student Support Services administrators and staff

Authority for Collection of Personal Information:

FIPPA 26 (c), (h); School Act 75, 168 (2); M150/69; M639/95; M191/94; M282/89

Personal Information Bank Name:

Teacher Evaluation

Personal Information Location:

Principal's Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Teacher's teaching assessments during the course of their teaching profession

Information Collected:

Staff records/ employment history/ evaluations/ communications/ commendations

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Principal/ Human Resources/ Assistant Superintendents/ Teacher

Authority for Collection of Personal Information:

School Act (15)

Personal Information Bank Name:

Teacher evaluations

Personal Information Location:

Stored Electronically and paper file at Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Track evaluations/performance of teachers

Information Collected:

Teacher name, school name and feedback on teacher

Persons Listed in Data:

Teacher

Persons Information is Used By and/or Disclosed To:

Associate Superintendent and Executive Assistant

Authority for Collection of Personal Information:

School Act 15, FIPPA 26 (c)

Personal Information Bank Name:

Teacher Evaluations

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Track teacher performance

Information Collected:

Name/ review of performance

Persons Listed in Data:

Teachers

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Teacher Regulation Branch Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Requests information about teachers

Information Collected:

Name/ nature of complaint and investigation

Persons Listed in Data:

Teachers

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Teacher's Student Files

Personal Information Location:

Classroom

Purpose for the Collection, Use and Disclosure of Personal Information:

To allow teacher to track student progress and to report progress to parents and students

Information Collected:

Files may contain any or all of the following: work children have done during the year/ test results/ portfolio files/ birthdays

Persons Listed in Data:

Students

Persons Information is Used By and/or Disclosed To:

Teachers/ Students

Authority for Collection of Personal Information:

School Act Sections 79 (3), 85 (2) j and 168 (2) and Ministry Order 191/94

Personal Information Bank Name:

Terminated Personal Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Historical record of past employees

Information Collected:

Name/ employee number/ birthdate/ Social Insurance Number/ address/ phone number/ email address/ employment record/ benefit forms

Persons Listed in Data:

Employee

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Testing Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Job application

Information Collected:

Name of applicant/ resume/ phone number/ email address

Persons Listed in Data:

Candidate/ Employee

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

FIPPA 26 (a) & (c) School Act 15

Personal Information Bank Name:

Transportation Allowances

Personal Information Location:

Transportation, Finance

Purpose for the Collection, Use and Disclosure of Personal Information:

Students receiving a transportation allowance

Information Collected:

Student name, parent/guardian name and address, amount of claim

Persons Listed in Data:

Student, Parent/Guardian

Persons Information is Used By and/or Disclosed To:

Transportation Manager, Finance Staff

Authority for Collection of Personal Information:

School Act

Personal Information Bank Name:

Transportation Database

Personal Information Location:

Transportation

Purpose for the Collection, Use and Disclosure of Personal Information:

Names of individuals that qualify for bus transportation/ emergency purposes

Information Collected:

Student name, parent/guardian name and address, email address, phone number

Persons Listed in Data:

List of students using bus service

Persons Information is Used By and/or Disclosed To:

Transportation Manager, Bus Contractor, Principals

Authority for Collection of Personal Information:

School Act, Freedom of Information and Protection of Privacy Act

Personal Information Bank Name:

Travel Documentation

Personal Information Location:

Academy Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Travel to Tournaments and/or events

Information Collected:

Student name, birthdate, parent name, parent email, home address, home phone, cell phone, photocopy of passport, medical condition

Persons Listed in Data:

Student names, parent names, emergency contacts

Persons Information is Used By and/or Disclosed To:

Director of Instruction, Vice Principal of Academies, program secretary

Authority for Collection of Personal Information:

School Act 75

Personal Information Bank Name:

TTOC Dispatch Binder

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Contacting and dispatch services for shift coverages

Information Collected:

Mobile Phone numbers/ TTOC list/ Teacher timetables/ contact list/ Administrative phone numbers and names/ casual staff phone numbers, emails, names

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Union Files

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Issues raised by union regarding employees

Information Collected:

Names/ Issue Involved

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources

Authority for Collection of Personal Information:

School Act 15

Personal Information Bank Name:

Violent/threat Risk Assessment

Personal Information Location:

Student Support Services Office - District Principal

Purpose for the Collection, Use and Disclosure of Personal Information:

Documentation of assessment of violence or threat risk by school and district risk assessment team members

Information Collected:

Student name, school, details of risk, response to risk.

Persons Listed in Data:

Student assessed for violence or threat

Persons Information is Used By and/or Disclosed To:

District Principal

Authority for Collection of Personal Information:

FIPPA 26 (c), School Act 75

Personal Information Bank Name:

Vivos Database

Personal Information Location:

Hosted off-site Canada

Purpose for the Collection, Use and Disclosure of Personal Information:

School Registration & Parent Consent

Information Collected:

Student name; birthdate; citizenship; gender; address; copies of identification; siblings; emergency contact; Citizenship; Aboriginal Ancestry; Birthplace; language spoken at home; last school; parent/guardian name; address; telephone; emergency contact; relationship to student; telephone numbers; doctor's name and phone; and care card number

Persons Listed in Data:

Student and parent name;

Persons Information is Used By and/or Disclosed To:

Clerical; SIS clerks; administrators; Board office

Authority for Collection of Personal Information:

School Act 3 (1)b; FIPPA 26 (c)

Personal Information Bank Name:

Volunteer Authorized Driver Forms

Personal Information Location:

School Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Record of those staff and parents who are authorized to drive students.

Information Collected:

Staff or parent name, address, phone #, Vehicle details

Persons Listed in Data:

School parents and staff

Persons Information is Used By and/or Disclosed To:

School Office Staff /teachers

Authority for Collection of Personal Information:

School Act 88 FIPPA 26 (c)

Personal Information Bank Name:

Wire payments

Personal Information Location:

Board office, RBC

Purpose for the Collection, Use and Disclosure of Personal Information:

For overseas payments

Information Collected:

Bank account information, account holder name and address

Persons Listed in Data:

Recipients of refunds, agents, vendors

Persons Information is Used By and/or Disclosed To:

Finance/International staff

Authority for Collection of Personal Information:

FIPPA 26 (c)

Personal Information Bank Name:

Workorder / Maintenance Request database

Personal Information Location:

Facilities

Purpose for the Collection, Use and Disclosure of Personal Information:

Track service requests for maintenance

Information Collected:

Name, school, details of problem and service requested

Persons Listed in Data:

District staff who have filed a work order

Persons Information is Used By and/or Disclosed To:

Facilities, Custodial, Admin

Authority for Collection of Personal Information:

School Act

Personal Information Bank Name:

WorkSafe BC Incident Investigation Forms

Personal Information Location:

Board Office

Purpose for the Collection, Use and Disclosure of Personal Information:

Information regarding workplace incidents with employees/ first aid treatment/ description of injury/ medical/lost time

Information Collected:

Incident information/ injury details/ name/ position/ start date/ location/ medical attention

Persons Listed in Data:

Employees

Persons Information is Used By and/or Disclosed To:

Human Resources/ WorkSafe BC/ SD23/ AA or Principal at the school site

Authority for Collection of Personal Information:

School Act 15