



DIRECTORY OF PERSONAL INFORMATION BANKS

**A listing of collections of personal information maintained
by School District No. 42**

**This Directory is prepared pursuant to the Freedom of Information and
Protection of Privacy Act, Section 69**

DEFINITIONS

Department:	The organizational unit or units with responsibility for custody of the records.
Location:	Physical site or sites at which the records are kept. Note that not all similar locations, example departments, schools, may necessarily maintain any specific bank.
Individuals in Bank:	The individual whom the information is about.
Information Maintained:	Description of the type of information.
Purpose:	The reason that the information is collected and required.
User:	Self-explanatory.
Authority for Collection:	Any collection of personal information must be authorized by the <i>Freedom of Information and Protection of Privacy Act</i> . As well as permitting collection for certain purposes, <i>the Act</i> allows collection if authorized under another statute. Accordingly, most of the personal information collected by the District is pursuant to the <i>School Act</i> .

Note that the *Freedom of Information and Protection of Privacy Act* requires that, at the time of collection, an individual must be informed as to the reason and of the authority for collection and be provided with an appropriate person within the organization to contact.

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SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Aboriginal Education Achievement Awards binders and file folders*

LOCATION: Aboriginal Education Office at Westview Secondary; in binders and file folders.
All Elementary and Secondary Schools

INDIVIDUALS IN BANK: Students, parents/guardians, staff

INFORMATION MAINTAINED: Students: Nomination forms, Award recipient lists, program with list of student/staff/community member names. All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Staff first and last name.

PURPOSE: Maintain records of students who are nominated for and recipients of Aboriginal Achievement Awards. Artwork and submissions for the Aboriginal Education Logo contest for Elementary and Secondary students. Track student participation for Audit purposes.

USERS: Aboriginal Education department staff, teachers, school support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) 81, 106.3, 106.4 and 117*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Aboriginal Education Archives*

LOCATION: Aboriginal Education Office at Westview Secondary; in boxes, binders and file folders.

INDIVIDUALS IN BANK: Former and present students, parents/guardians, and employees

INFORMATION MAINTAINED: Various items. May include but not limited to: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Staff first and last name.

PURPOSE: To provide historical and archival records as required by the Ministry of Education.

USERS: Aboriginal Education department staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81, 106.3, 106.4 and 117

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Field Trip and Activity Binder (permission and volunteer) - Aboriginal Education*

LOCATION: Aboriginal Education Office at Westview Secondary

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff

INFORMATION MAINTAINED: Various items. May include but not limited to: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Field trip and activity permission forms. Attendance. Staff first and last name.

PURPOSE: Keeping record of Permission forms for student field trips and activities. Providing student contact information for audit purposes. Attendance.

USERS: Aboriginal Education department staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81, 106.3, 106.4 and 117

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Field Trip and Activity forms (permission and volunteer) - Aboriginal Education*

LOCATION: All School District #42 Elementary and Secondary sites

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff

INFORMATION MAINTAINED: Field trip and activity permission forms. Attendance. May include but not limited to: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Staff first and last name.

PURPOSE: Keeping record of Permission forms for student field trips and activities. Attendance. Tracking student participation for Audit purposes.

USERS: Aboriginal Education department staff, administration and clerical staff at elementary and secondary school locations.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81, 106.3, 106.4 and 117

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ignite Binder and file folders (permission, rotation choices and volunteer forms) - Aboriginal Education*

LOCATION: Aboriginal Education Office at Westview Secondary; in binders and file folders. All elementary schools

INDIVIDUALS IN BANK: Students, parents/guardians, staff, volunteers

INFORMATION MAINTAINED: Permission forms, and participation choices for students attending Ignite Camp. May include but not limited to: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Staff first and last name.

PURPOSE: Maintain permission forms for students to attend Ignite, what they want to participate in. Maintained for Audit Purposes. List of staff and volunteers who are driving and/or participating.

USERS: Aboriginal Education department staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c) School Act, sections 79(3), 81, 106.3, 106.4 and 117*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Katzie Secondary School Student Attendance - Aboriginal Education*

LOCATION: Aboriginal Education Office at Westview Secondary; in binders and file folders

INDIVIDUALS IN BANK: All Katzie secondary students who live on the Katzie reserve

INFORMATION MAINTAINED: Attendance for Katzie secondary students who live on the Katzie reserve information (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information relevant custody information including parent/guardian first and last name. Attendance information. Staff first and last name.

PURPOSE: To track the attendance of students who live on the Katzie reserve, and attend schools in the Maple Ridge-Pitt Meadows School District. This information is passed on to the Katzie band for the purpose of financial transfer.

USERS: Aboriginal Education department staff, Katzie council

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3), 106.3, 106.4 and 117*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Nominal Roll Reports - Aboriginal Education*

LOCATION: Aboriginal Education Office at Westview Secondary; in binders and file folders

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: All students who have indicated they live on Katzie reserve (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information relevant custody information).

PURPOSE: To maintain list of students who live on the Katzie reserve and attend schools in the Maple Ridge-Pitt Meadows School District. Provided to Ministry of Education and Katzie Chief and Council.

USERS: Aboriginal Education department staff, Katzie chief and council

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81, 106.3, 106.4 and 117

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Self Identification Binders and File Folders - Aboriginal Education*

LOCATION: Aboriginal Education Office at Westview Secondary

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff

INFORMATION MAINTAINED: Various items. May include but not limited to: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Staff first and last name.

PURPOSE: Track student information, progress, and formulate individualized programs.

USERS: Aboriginal Education department staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 106.3, 106.4 and 117

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Inventory Binders and Sheets - Aboriginal Education*

LOCATION: All Elementary and Secondary Schools, Aboriginal Education Office at Westview Secondary

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff

INFORMATION MAINTAINED: Various items. May include but not limited to: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last name and employment, contact numbers, social insurance numbers, email and emergency contact information), Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians. Staff first and last name.

PURPOSE: Track student information, progress, and formulate individualized programs.

USERS: Aboriginal Education department staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 106.3, 106.4 and 117

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Accounting System - SAGE*

LOCATION: Riverside Centre, Continuing Education/Connected Learning
Community/Summer Learning (Elementary and Secondary)

INDIVIDUALS IN BANK: Students, parents/guardians

INFORMATION MAINTAINED: Student first and last name, parent/guardian first and last name, home address, email address, home and cell phone number.

PURPOSE: Fee collection.

USERS: Clerical staff and administration

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3) and 168(2)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *After School Community Programs*

LOCATION: Perfect Mind Cloud Base and Garibaldi Secondary School (for paper copies)

INDIVIDUALS IN BANK: Program participants (SD42 students) and their parents/guardians, program instructors, teachers

INFORMATION MAINTAINED: First and last names of children participating in the programs and their parents/guardians first and last names, address, email address, telephone numbers, birthdate (parent/guardians and child), last name of teacher and division, pertinent medical information, activity/photo permission information. First and last name, phone number, address, email address, and criminal record check of program instructors. Contact information of employer/organization, employer/organization contact first and last name and insurance information.

PURPOSE: Invoices for clients, insurance certificates, rental agreements, tracking reference, payment plan.

USERS: District communities coordinator

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 79(3) and 168

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *AMS Daily Absentee Binder/File*

LOCATION: School office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last names, dates present and absent, reason for absence, first and last names of teachers teaching on call and floats covering for absences.

PURPOSE: Tracking attendance and coverage.

USERS: Principal, vice principal, and clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 15(1) and 175*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Assistant Superintendent Personnel Files (Principal, Vice Principal)*

LOCATION: District Education office

INDIVIDUALS IN BANK: Principal, vice principal

INFORMATION MAINTAINED: Staff first and last name, address, phone numbers, email address, conversation info, personal growth plans, performance reviews, investigation notes, professional development, etc.

PURPOSE: Management of principal, vice principal.

USERS: Superintendent, executive assistant, deputy superintendent, assistant superintendents, administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 5, 15(1), 17, 18, 20(1) and 175*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Band Instrument Rental Forms*

LOCATION: School classroom - band room

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, grade, division, type of instrument and serial number.

PURPOSE: Rental agreements.

USERS: Band teachers, parents/guardians, music store

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, Section 82.3*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Career Application and Registration File (Trades)*

LOCATION: Arthur Peake (Trades program)

INDIVIDUALS IN BANK: Students, parent/guardian, teacher and employer sponsor

INFORMATION MAINTAINED: Student first and last names, address, phone number, emergency contact information (including parent/guardian first and last name and phone numbers), DOB, SIN number, student ID number, ITA (Industry Training Authority) number and PEN. Employer/sponsoring organization (and address and contact info.), supervisor/teacher (first and last name), Post-Secondary application and name school attended and course work (including letter grades), employer supervisor first and last name and ITA sponsor ID number.

PURPOSE: To determine and track student suitability for student funding and successful program completion (full-fill ministry requirements).

USERS: Principal, SSA teacher and career planning assistant

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3) and 82.2

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Case Management binder/file*

LOCATION: Alt Ed, elementary and secondary schools

INDIVIDUALS IN BANK: Student, parent/guardian, health care professionals

INFORMATION MAINTAINED: Student first and last name, PEN, staff first and last name, meeting notes, intake forms, parent/guardian first and last name, email and phone numbers, address, medical info/diagnosis, outside agency info., names of medical health professionals, present IEP and file review, release of information/referral/permission for testing forms, student learning plan (includes previous and present courses).

PURPOSE: Student program planning.

USERS: Support teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Class Fund Raising File*

LOCATION: School classroom

INDIVIDUALS IN BANK: Students and staff

INFORMATION MAINTAINED: Student first and last names, division, staff first and last names.

PURPOSE: Track food or purchase orders of fund raising products.

USERS: Teachers, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Class Placement Request File*

LOCATION: School office

INDIVIDUALS IN BANK: Students, parents/guardians and teachers

INFORMATION MAINTAINED: Student, parent/guardian and teacher first and last names, may include student designation, and/or descriptions of student learning needs.

PURPOSE: To assist in student classroom placement.

USERS: Principal, vice principal, teacher

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Class Profile Binder*

LOCATION: Classrooms (includes Ab Ed teacher work area)

INDIVIDUALS IN BANK: Students, Parents/guardians

INFORMATION MAINTAINED: Student first and last name, PEN number, date of birth, assessment, medical diagnosis information, individual education plan, safety plan, medical alert/procedures. Parent/guardian, teacher and support staff first and last names, safety plans, relevant medical information, relevant custody information.

PURPOSE: Delivery of educational programming.

USERS: All enrolling teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3) and 168(2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *CLC, CE, Summer Learning Encrypted Registration Web Form*

LOCATION: District Education Office (host site)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: May include; student full name, gender, date of birth, place of birth, home and cell numbers, address, PEN, student ID number, current grade, councilor name, present school, SPED identification info., current support teacher first and last name, parent/guardian first and last name, contact information (including email) and address, agent identification, and payment information.

PURPOSE: To register students for specific courses offered through CLC, CE and Summer Learning.

USERS: CLC, CE and Summer Learning clerical staff and administration.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 168(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Coding Files to be Processed (File)*

LOCATION: Learning Services

INDIVIDUALS IN BANK: Students, parent/guardian, teachers

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last names, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents, including any district or community support services correspondence and incident reports, teacher first and last names.

PURPOSE: Used to determine Ministry designation (special education) if applicable.

USERS: Principal, Vvce principal, school psychologist, teachers, parent/guardian, support teachers, learning services, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Communication Binder – Safe and Caring Schools*

LOCATION: Safe and Caring School office

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, healthcare professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, parent/guardian first and last name, contact numbers, email and emergency contact information, relevant medical information, relevant custody information, notes of communication between school, itinerant staff and parents/guardians, including any district or community support services correspondence (including names of medical health professionals) and incident reports. Staff first and last name.

PURPOSE: Communication within the student support team.

USERS: Principal, vice principal, teacher and teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79 and 88(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Course Selection Forms*

LOCATION: Secondary school office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, student number, course requests.

PURPOSE: Scheduling.

USERS: Principal, vice principal, clerical staff, counsellors

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 79(3), 81 and 168(2)(t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Criminal Record Checks (CRC's) – International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: Current & potential host families, relatives/others over 19 years of age living in the home

INFORMATION MAINTAINED: Applicant and family members first and last name, date of birth, results of Police Department Criminal Record Check.

PURPOSE: Ensuring safety of minor international students in our program.

USERS: All International Education staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Daybook*

LOCATION: School classrooms

INDIVIDUALS IN BANK: Students within the classroom

INFORMATION MAINTAINED: Specific student identification (including first and last name) for specific reminders or individualized plans.

PURPOSE: Classroom teacher's reminder/plan and guide for TTOCs.

USERS: Teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Direct Contact Student Files*

LOCATION: Learning Services office

INDIVIDUALS IN BANK: Students, parent/guardian, teacher and/or support teacher

INFORMATION MAINTAINED: Student/parent/guardian first and last names, student date of birth, grade, school, phone number and Ministry code, parent/guardian email address and any written (email included) correspondence and/or meeting notes (may include teacher/support teacher first and last names).

PURPOSE: Direct reference for ongoing concerns/planning where the district principal or vice principal are involved.

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79, 88(1) and 168(2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *District Office Executive Personnel Files*

LOCATION: District Education office

INDIVIDUALS IN BANK: Executive Staff

INFORMATION MAINTAINED: Staff first and last name, address, phone numbers, email address, conversation info, personal growth plans, performance reviews, investigation notes, professional development, etc.

PURPOSE: Management of executive staff.

USERS: Superintendent and executive assistant

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 5, 15(1), 17, 18, 20(1) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Principal and Vice Principal Personnel File*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Principals and vice principals

INFORMATION MAINTAINED: Staff first and last name, address, phone numbers, email address, conversation info, personal growth plans, performance reviews, professional development, etc.

PURPOSE: Management of principals and vice principals.

USERS: Deputy Superintendent, assistant superintendents, administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 5, 15(1), 17, 18, 20(1) and 175, Employment Standards Act [RSBC 1996] c 113, s 28(1) (a) (b)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *EELL Binders*

LOCATION: Learning Services office and individual schools where appropriate

INDIVIDUALS IN BANK: Early English Language Learners (EELL students)

INFORMATION MAINTAINED: Student first, middle and last name, gender, date of birth, place of birth, home and cell numbers, address, PEN, student ID number, current grade, councilor first and last name, present school name, SPED identification info, current support teacher first and last name, parent/guardian first and last name, contact info (including email), agent identification, payment information and English language assessments.

PURPOSE: Assess individual English language learning needs.

USERS: Administrator, teachers, councilor, support staff, district principal Learning Services, Learning Services, clerical staff, principal and vice principal of Riverside Center (International Ed), district ELL teachers.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Emergency contact list*

LOCATION: School office and emergency bins

INDIVIDUALS IN BANK: Students, guardian, emergency contacts

INFORMATION MAINTAINED: Student first and last names, phone number, parent/guardian first and last name and contact numbers, email and emergency contact information and any pertinent medical conditions.

PURPOSE: Contact info for individual emergencies or when schools are closed because of emergency or abnormal circumstance (i.e. power outage, fire, earthquake etc.).

USERS: Principal, vice principal, clerical staff, teachers or support staff and services

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 20(1), 79(3) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Emergency Release Forms (Student Verification Forms) Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students, guardian, emergency contacts

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name and employment, contact numbers, email and emergency contact information and any pertinent medical conditions.

PURPOSE: Contact info in emergency or unusual school closure situations, as well as, for absentee call back.

USERS: Principal, vice principal, clerical staff, teachers or support staff and services

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 20(1), 79 and 175*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Executive Day to Day Tracking/Planning Notes (digital file or file/notebook)*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Staff, students and parent/guardian

INFORMATION MAINTAINED: May contain, but not limited to: staff, student or parent/guardian first and last name, phone numbers, email address and conversation notes regarding staff, student or parent/guardian.

PURPOSE: Tracking information of conversations that may need to be referred to on a later date and/or planning purposes.

USERS: Superintendent, deputy superintendent, assistant superintendents and district administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 6, 20(1), 75, 79(3), 81, 85(2), 88 and 175*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Float Books*

LOCATION: School office

INDIVIDUALS IN BANK: Students and teachers

INFORMATION MAINTAINED: Student photo, first and last name, safety plan alerts, identified medical conditions, student specific routine notes, and teacher first and last names.

PURPOSE: For floats to follow daily routines of educational assistants.

USERS: EA floats

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79, 88(1), and 168(2)(t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *FreshGrade*

LOCATION: Information Technology – FreshGrade Kelowna

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student: first, middle and last name, student number, grade, courses, marks, address, PEN, teacher (first and last name), school name, birth date, gender, graduation program, SPED category, Aboriginal ancestry, first nations band, home language, ESL, French immersion, immigration status, citizenship, country of birth, care card number, admission date, withdraw reason, previous school name, counselor ID, counselor name, date graduated/projected to graduate.

PURPOSE: Portfolio platform to promote collaboration between teachers, students, and parents.

USERS: Teachers, students, parents/guardians

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *General Permission Form (walking off school grounds/school activity – environmental school)*

LOCATION: School office (Arthur Peake Center for the Environmental School)

INDIVIDUALS IN BANK: Student, parent/guardian

INFORMATION MAINTAINED: Student first and last name, parent/guardian first, last name and signature.

PURPOSE: Parent/guardian awareness, permission for student to join planned activities outside of the typical school day/structure.

USERS: Principal, vice principal, teacher and clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Graduating Student Scholarship Information*

LOCATION: School District Education Office

INDIVIDUALS IN BANK: Students, Parents/Guardians, Teachers, School Staff

INFORMATION MAINTAINED:

Students: Student information (including student first, middle and last names, address, phone number, date of birth, copy of transcript, personal education number, social insurance number) may also contain personal letters to support application, letters of reference from staff and/or third parties. Parent/guardian information (including parent/guardian first, middle and last names, address, phone number, financial information). Staff first and last name.

PURPOSE: To aid in successful scholarship acquisition and accurate distribution

USERS: District scholarship committee, school scholarship committees, scholarship school staff (i.e. counsellors, career planning staff, teachers, etc.), third party donors, Ministry of Education, executive assistant to the superintendent.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Historical Attendance CDs (Sept. 1992-June 2007), Fiche Historical Registration (previous to Sept. 1992)*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff

INFORMATION MAINTAINED:

Students: Student first, middle and last names, address, phone number, date of birth, gender, grade, student number, secondary report cards, support information, incident reports (secondary) communication between school and parents/guardians. Teacher and district itinerant staff first and last names.

Parent/guardian: First and last name, employment, contact numbers.

PURPOSE: Historical reference/student request

USERS: District executive staff and administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 79(3) and 168(2) – includes the retention period (Permanent student records order #3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Hospital Homebound Student Files*

LOCATION: Laptop/office Learning Services (THSS)

INDIVIDUALS IN BANK: Students, parent/guardian

INFORMATION MAINTAINED: Student/parent/guardian first and last name, student date of birth, grade, school, phone number and Ministry code, parent/guardian email address and any written (email included) correspondence and/or meeting notes (may include teacher/support teacher first and last names), IEP and doctors' first and last name as well as, information regarding students condition.

PURPOSE: To deliver an equivalent educational program while student is unable to attend regular class at their home school.

USERS: Hospital homebound teacher, LS administrator, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3) and 88(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *IEP Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students with IEPs, parent/guardian, teacher, health care professionals

INFORMATION MAINTAINED: Student first and last name, PEN number, assessment, medical diagnosis information, individual education plan, parent/guardian, teacher and support staff first and last names, names of medical health professionals.

PURPOSE: Reference of students' individual educational programs for conversations with teachers and guardians.

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 88(1) and 168(2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Intake Folders/Caseload binder*

LOCATION: Alternative Education support room (filing cabinet)

INDIVIDUALS IN BANK: Student, parent/guardian, healthcare practitioner

INFORMATION MAINTAINED: Student first and last name, PEN, staff first and last name meeting notes, intake forms, parent/guardian first and last name, email and phone numbers, address, medical info/diagnosis, outside agency info., present IEP and file review, release of information/referral/permission for testing forms, student learning plan (includes previous and present courses), healthcare practitioner name.

PURPOSE: Individualized student program planning.

USERS: All teachers at Alternative Education

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Agency Contracts - International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: Agents/agencies from around the world

INFORMATION MAINTAINED: Name of agency, first and last name of agent(s), business address, business and cell phone, email address, conditions of agreement such as commission/management fees minimum student requirements, program details, student fees, duration of contract, financial information, payment arrangements.

PURPOSE: Individual agreements with varying agents to support our International Education Program.

USERS: Administration, management, administrative coordinator, accounting clerk, some district office staff (finance)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *Employment Standards Act* [RSBC1996] c 113, s 28(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *iDrive – International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: International students past, present and potential, host families past present and potential, contractors, agents, agency representatives (i.e. chaperones)

INFORMATION MAINTAINED: International students and chaperones' first and last names, past, present and potential passports and study visas, report cards, vaccination reports, transcripts, pictures, medical information, host family home information including photos of inside and outside of home, address, description of family with profiles including names and birthdates of all individuals in home, employment/school information, CRC's of occupants 19 years and older, contracts for agents and contracted staff, letters that may contain first and last names, home addresses, passport numbers, birthdates, other confidential information (i.e. medical information), custodian documents, homestay exemption forms, picture of students, agents, staff, participating in program events such as fieldtrips, orientations etc.

PURPOSE: Data storage for everything we use at international education.

USERS: All International Education staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1), 79(3) and 168(2)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Intermittent Staff Contracts – International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: Teachers, chaperones, interpreters hired under temporary contract

INFORMATION MAINTAINED: First and last name, address, home and cell phone, Social Insurance Number, email address, amount of payment and length of time for chaperone or teacher, banking information, income tax deduction forms, CRC's, resumes.

PURPOSE: as required, additional staff are hired on a temporary basis to facilitate programs.

USERS: Administration, management, administrative coordinator

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1). *Employment Standards Act* [RSBC1996] c 113, s 28(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Staff Travel Documents and Information –International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: SD42 Staff who have travelled or will be travelling outside of Canada on behalf of International Education

INFORMATION MAINTAINED: Copies of passports, flight information, travel itinerary, emergency contact info (including; first and last name, address, passport number).

PURPOSE: Paper copies kept in locked filing cabinet in Administrative Coordinator's office in case of emergency when staff are travelling outside of the country representing SD42 International Education.

USERS: Administration, management, administrative coordinator

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1). *Employment Standards Act* [RSBC1996] c 113, s 28(1).

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Robinson Historical Database – International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: International students, host families, agents, agency representatives (i.e. chaperones) past and present

INFORMATION MAINTAINED: Information collected prior to True North Database implementation (mid-year-2015) International Student application forms containing first, middle, last name and birthdates of student, and parents/guardians, occupation of parents/guardians, home address, home, work and cell phone numbers, email addresses, emergency contact info, student medical history, International students and chaperones' past and present passports and study visas, report cards, vaccination reports, transcripts, pictures, host family home information including photos of inside and outside of home, address, description of family with profiles including first and last names and birthdates of all individuals in home, employment/school information, CRC's of occupants 19 years and older, letters that may contain first and last names, home addresses passport numbers, birthdates, other confidential information (i.e. medical information), custodian documents, homestay exemption forms, payment history of students, host families, agencies (including commissions / management fees), school history, agency information including first and last names, addresses, phone numbers, sub agent information, first language, country and flight information of students and chaperones, results of Vital English online testing scores, Student PEN #'s and Student ID #'s as assigned from MyEdBC, special groups student is a part of.

PURPOSE: International student, agency and host family information system.

USERS: All international education staff, some district office staff (host family payments, parent/guardian portal)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Non Resident, International Student and Host Family Information System (True North) – International Education*

LOCATION: Riverside Centre

INDIVIDUALS IN BANK: International students past, present and potential, host families past present and potential, contractors, agents, agency representatives (i.e. chaperones), first and last names of staff who have access to this program

INFORMATION MAINTAINED: International Students past, present and potential application forms containing first, middle, last name and birthdates of student, and parents/guardians, occupation of parents/guardians, home address, home, work and cell phone numbers, email addresses, emergency contact info, student medical history, International students and chaperones' past, present and potential passports and study visas, report cards, vaccination reports, transcripts, pictures, host family home information including photos of inside and outside of home, address, description of family with profiles including first and last names and birthdates of all individuals in home, employment/school information, CRC's of occupants 19 years and older, letters that may contain first and last names, home addresses, passport numbers, birthdates, other confidential information (i.e. medical information), custodian documents, homestay exemption forms, payment history of students, host families, agencies (including commissions / management fees), school history, agency information including first and last names, addresses, phone numbers, financial agreement, sub agent information, first language, country and flight information of students and chaperones, results of Vital English online testing scores, Student PEN #'s and Student ID #'s as assigned from MyEdBC, special group student is a part of.

PURPOSE: International Student, agency and host family information system.

USERS: All International Education staff, some district office staff (host family payments, parent/guardian portal)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) 168(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Interview Notes*

LOCATION: School office

INDIVIDUALS IN BANK: Staff and perspective staff

INFORMATION MAINTAINED: Staff first and last name, address, phone numbers, email address, references first and last names and contact information, conversation/interview information, work history to date.

PURPOSE: Interviews and hiring.

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1), 20(1) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Itinerant Teaching Staff Student Files (includes; district helping teachers - deaf/hearing, visually impaired, gifted, early literacy, special education, primary, intermediate and secondary, TypeWell Classroom Transcriber and Media Captioner)*

LOCATION: Computer (District One Drive account), file cabinet (hard copy files) itinerant office in schools or Learning Services offices (THSS)

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, healthcare professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school, itinerant staff and parents/guardians, including any district or community support services correspondence (names of medical health professionals), transcripts and observation notes.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers (including support teachers), itinerant teacher, teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Learning Services Accounting Files*

LOCATION: Learning Services office

INDIVIDUALS IN BANK: District and Learning Services staff

INFORMATION MAINTAINED: Staff first and last names address, email, phone number, social insurance number.

PURPOSE: Track purchases, Teacher Teaching on Call bookings and charges (meeting coverage), contracted work (specialists) etc.

USERS: Administrator and clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1), 79 and 88(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Library System LS2*

LOCATION: IT department, all elementary and secondary schools (including Ab Ed)

INDIVIDUALS IN BANK: Students, all staff

INFORMATION MAINTAINED: Student Data: Demographic details (first and last name, date of birth, student number, home address and phone number), homeroom details (division and grade), email address. Teacher Data: first and last name, employee number, school district email address, and homeroom details (grade and division).

PURPOSE: Track student and teacher book loans, contact student/parents/guardians regarding overdue book notices, and librarian access to school information.

USERS: Teacher librarians

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3).*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Monthly Newsletter File (Historical)*

LOCATION: School office

INDIVIDUALS IN BANK: Students and school staff

INFORMATION MAINTAINED: Student first and last name, division, and grade, staff first and last name.

PURPOSE: Historical reference and organizational purposes for future newsletters.

USERS: Principal, vice principal and clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 20(1) and 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ridge Meadows College – Certiport – MSWord Certification for CORCAN (Corrections Canada)*

LOCATION: Secure subscription website - <https://certiport.pearsonvue.com/>

INDIVIDUALS IN BANK: Students, instructors, CORCAN IT staff, and college administration

INFORMATION MAINTAINED: Student first and last name, testing results, test site registration.

PURPOSE: registration of testing results with Certiport for issuance of official MSWord Core certificates and transcripts.

USERS: College administration, instructors, CORCAN information technology staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). Contract with CORCAN – Corrections Canada to provide vocational training to inmates.

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *MyPortfolio*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Students, teachers, parents/guardians

INFORMATION MAINTAINED: Student Information - Pupil Number from MyED, AD account, SIS account, first name, last name, address, city, province, postal, phone, date of birth, email, ethnicity, country of birth, grade, gender, domain email (if authorized for Office 365 access), school name (Primary), link to parents/guardians. Parents/guardians - first name, last name, email, phone, link to students. Schools - school names. Class - students in classes.

Teacher - first name, last name, AD, account, SIS account, school, classes

PURPOSE: A student Portfolio platform is a place where students can record and showcase projects and assignment, as well as reflect and share their learning with their teachers and parents/guardians. It is a platform where students demonstrate that they have met specific learning outcomes, and for the students to reflect on specific outcomes or define future learning goals.

USERS: Teachers, students, and parents/guardians

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Occupational Therapy Student Files*

LOCATION: OT Laptop (One Drive), RMCDC office, "Nucleus" access on therapist's laptop and Learning Services office at THSS (hand written notes)

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, teaching support staff

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, teacher and teaching support staff first and last names, Individual Education Plan (IEPs), relevant medical and therapy information/notes, assessments, communication letters between school, itinerant staff and parents/guardians, including any relevant district or community support services correspondence, signed referral forms.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers (including support teachers), occupational therapist, teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *PAC Monthly Meeting Minutes File*

LOCATION: School Office/Principal's Laptop (electronic record)

INDIVIDUALS IN BANK: Parents/guardian, teachers, administrators

INFORMATION MAINTAINED: Parent/guardian first and last name, teacher first and last name, administrator first and last name (all those in attendance at the monthly PAC meeting).

PURPOSE: Historical reference regarding PAC decisions, commitments and planning.

USERS: Principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 20(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Parent Request for Private Practitioner Classroom Observation [Consent Forms Binder]*

LOCATION: Learning Services office

INDIVIDUALS IN BANK: Students, Parents/guardians, teachers, private practitioner

INFORMATION MAINTAINED: Student, parent/guardian, teacher, private practitioner first and last names. Student grade and division. Private practitioner's agency, title and address, parent/guardian and administrator's signatures.

PURPOSE: To give the private practitioners school district consent for the student observation.

USERS: Administrator, Learning Services administrator, private practitioner, parent/guardian

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3), 88(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *PD Form File*

LOCATION: Learning Services (District wide) office (two years), Learning Services storage room for historical collection of district wide forms. School office, support room (for individual schools)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, PEN number, assessment, medical diagnosis information, individual education plan information, support teacher first and last name.

PURPOSE: To assess needs of Ministry identified students for support staffing generation. Historical records ensures consistency over time.

USERS: Administration, support teachers, district principal/vice principal Learning Services, Learning Services clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 88(1) and 168 (2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Phone in Attendance Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name.

PURPOSE: Phoned in student absences. To maintain accurate attendance records.

USERS: Clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3), 81 and 168(2)(t)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Photo Books*

LOCATION: School office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student picture, first and last name, and school identification number.

PURPOSE: Visual reference of students for identification.

USERS: All school staff, RCMP - (employees of the photography company when producing)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3) and 20(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Physical Restraint and Seclusion Reports Binder*

LOCATION: Learning Services office

INDIVIDUALS IN BANK: Students, staff

INFORMATION MAINTAINED: Student and staff first and last names, student grade, SPED coding, school, division, description of incident.

PURPOSE: Record of incident, used for assessing and reviewing level of supports required.

USERS: Learning Services administration, support teachers and staff, school administrators, district itinerant staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Planners (Communication Books)*

LOCATION: Elementary Schools

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, notices regarding class or student assignments, date reminders.

PURPOSE: Student organization.

USERS: Teachers, parents/guardians and students

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Receipt Books/File*

LOCATION: School office (includes Trades – Arthur Peake)

INDIVIDUALS IN BANK: Students and parents/guardians

INFORMATION MAINTAINED: Student or parent/guardian first and last name.

PURPOSE: Receipt for athletics fees, lost text or library books, student fees, field trips, trades programs, academies, application fees etc.

USERS: Clerical staff, instructional support

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 82 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Report Card/Transcript Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Copies of report cards – student first and last name, teacher last names, PEN number, letter grades and attendance information.

PURPOSE: Reference of student achievement.

USERS: Principal, vice principal, councilor, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 20(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ridge Meadows College – Consent to a Criminal Record Check*

LOCATION: Student/instructor files

INDIVIDUALS IN BANK: Staff and Instructors

INFORMATION MAINTAINED: First and last name, address, phone numbers, email address, emergency contact, date of birth, gender, driver's license number.

PURPOSE: clearances required for practicum students in Education Assistant Program, Early Childhood Education Program, Dental Reception Program and for some instructors who may be exposed to children and/or vulnerable adults.

USERS: College administration, clerical staff, Ministry of Public Safety and Solicitor General

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). Consent by signature of student or instructor.

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ridge Meadows College – Datawitness*

LOCATION: Secure website - <http://www.datawitness.com/>

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, enrollment contract, Certificate issued, transcript and transaction history.

PURPOSE: Secure online archive as directed by The Private Career Training Institutions Agency (now The Private Training Institutions Branch – Ministry of Advanced Education). Former accrediting authority for Ridge Meadows College.

USERS: College administration, clerical staff, Private Training Institutions Branch.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *Private Training Act* - 2015

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ridge Meadows College – FoodSafe Program*

LOCATION: Riverside Centre Office, Fraser Health and storage at Riverside Centre (historical)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student personal information (including first, middle and last names, date of birth, gender, mailing address, telephone, email, occupation, area of employment, language of exam).

PURPOSE: Track student information, enrollment, attendance and progress as required by Fraser Health in order to issue FoodSafe Certificate.

USERS: College administration, instructors, clerical staff, Fraser Health

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c).*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ridge Meadows College – Student Administration System – Staff/Instructors*

LOCATION: Secure website, subscription service -
<https://secure.sasystem.com/ridgemeadows/index.cfm>

INDIVIDUALS IN BANK: Staff and instructors

INFORMATION MAINTAINED: First and last name, address, phone numbers, email addresses, emergency contact, date of birth, gender, clerical comments, login and password for Student Administration System, security settings.

PURPOSE: manage access to the Student Administration System and preparation of instructor contracts.

USERS: College administration, clerical staff, instructors

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *Employment Standards Act* [RSBC1996] c 113, s 28(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Ridge Meadows College – Student Administration System*

LOCATION: Secure website, subscription service -
<https://secure.sasystem.com/ridgemeadows/index.cfm>

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, address, phone numbers, email addresses, emergency contact, date of birth, gender, comments, program / course selection, payment transaction history, receipts for payment, grades and transcripts.

PURPOSE: Registration of students in courses and programs, grade entry, payment records.

USERS: College administration, clerical staff.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act* section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Risk Assessment Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students and staff

INFORMATION MAINTAINED: Student first and last name, Safety Plan identification, and risk assessment, staff first and last name.

PURPOSE: Tracking system for student risk assessments.

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 88(1) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Rouxbe.com [Online Cooking School]*

LOCATION: Secondary Schools – teacher’s laptop and online

INDIVIDUALS IN BANK: Students, teachers

INFORMATION MAINTAINED: First and last names of student and teacher, school, block and test scores.

PURPOSE: Instruction and evaluation software for chef training.

USERS: Teaching Chef

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Safe and Caring Schools Student Files*

LOCATION: Hard copies (and binder) at Safe and Caring Schools office - Riverside Center

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, healthcare professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school, itinerant staff and parents/guardians, including any district or community support services correspondence (including names of medical health professionals) and incident reports.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers and teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168(2)(t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Safe and Caring Schools Support Staff Binders*

LOCATION: At the Safe and Caring Schools office - Riverside Center

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, healthcare professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school, itinerant staff and parents/guardians, including any district or community support services correspondence (including names of medical health professionals) and incident reports. Staff first and last name.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers and teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* ssections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168(2)(t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Safety Plan binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student picture, first and last name, school identification number, individual safety plan information, staff first and last name, parent/guardian first and last name.

PURPOSE: Employee awareness of potential student issues.

USERS: All school staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 20(1), 79, 88(1) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Scholantis*

LOCATION: Information Technology – District Office

INDIVIDUALS IN BANK: Students, teachers, parents/guardians

INFORMATION MAINTAINED: Student Information - Pupil number from MyED, AD account, SIS account, first name, last name, address, city, province, postal, phone, DOB, email, ethnicity, country of birth, grade, gender, domain email (if authorized for Office 365 access), school name (primary), link to parents/guardians. Parents/guardians - First name, last name, email, phone, link to students. Schools - School names. Class - Students in classes. Teacher
–First name, last name, AD account, SIS account, school, classes

PURPOSE: Portfolio platform to promote collaboration between teachers, students, and parents/guardians.

USERS: Staff, students, parents/guardians

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c), School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *School Based Team Binder/File*

LOCATION: Elementary and secondary school office or support room office

INDIVIDUALS IN BANK: Student, parent/guardian, health care professionals, teachers

INFORMATION MAINTAINED: Student first and last name, PEN, staff first and last name, meeting notes, parent/guardian first and last name, medical info/diagnosis, outside agency info., names of medical health professionals, file review, student learning plan.

PURPOSE: Student program planning.

USERS: Support teachers, administrator, teacher, itinerant staff.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *School Composition Reports*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last name, grade level.

PURPOSE: Track and management of student enrolment.

USERS: Superintendent, deputy superintendent, assistant superintendents and district administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, Section 15(1).

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *School Photo Copiers*

LOCATION: Staff work area or school office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff, first and last names and email addresses.

PURPOSE: Track copy usage and enable scanning and emailing.

USERS: All staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 15(1) and 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *School Psychologist Student Files*

LOCATION: Computer - on One Drive (Reports; Case notes; correspondence; parent/guardian communication), emails (double password), Files (Coding notes/records; SBT minutes; referrals; parent/guardian communication notes), Protocol Storage, Servers: Pearson-Q Global; Q Interactive; PAR INC; WJ Compuscore, Department Desktop scoring computer (double password)

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, healthcare professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school, itinerant staff and parents/guardians, including any district or community support services correspondence (names of medical health professionals) and incident reports. Staff first and last name.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers (including support teachers), school psychologist, teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *School Site Personnel File*

LOCATION: School office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last name, address, phone numbers, email address, conversation info, personal growth plans, investigation notes, teaching preferences, professional development, job share agreement etc.

PURPOSE: Management of employees

USERS: Administration

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 5, 15(1), 17, 18, 20(1) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Site Health and Safety Meeting Notes and Incident Reports (including first aid reports) Files*

LOCATION: School office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last names, address, employee numbers, details of specific incidents, date of birth, weight, height, marital status and employment information.

PURPOSE: Health and safety of employees.

USERS: All school staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1), 20(1) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Speech - Language Pathologist Student Files*

LOCATION: Laptop, Learning Services and assigned school SLP office (hand written notes)

INDIVIDUALS IN BANK: Students, parents/guardians on SLP caseload

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, Individual Education Plan (IEPs), relevant medical and therapy information/notes, assessments, communication letters between school, itinerant staff and parents/guardians, including any relevant district or community support services correspondence, signed referral forms.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers (including support teachers), school speech and language pathologist, teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Staff After Hours Sign-in Sheet Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last name, employee pass code.

PURPOSE: To track entrances and exits after hours.

USERS: Administrator, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Staff Drivers' Abstracts Binder*

LOCATION: School office (includes Ab Ed office, Continuing Ed., Connected Learning Community, Summer Learning, International Ed., Alternate Education and Learning Services)

INDIVIDUALS IN BANK: Staff and students

INFORMATION MAINTAINED: Staff first and last name, address and contact information, drivers abstract (may contain auto insurance information), drivers' license number, license plate number, related students first and last name.

PURPOSE: To ensure staff drivers meet Board of Education policy requirements.

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, Section 20(1), 79(3) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Staff Information (Emergency) Binder*

LOCATION: All school site offices (includes Ab Ed office, Continuing Ed., Connected Learning Community, Summer Learning, International Ed., Alternate Education and Learning Services)

INDIVIDUALS IN BANK: All staff

INFORMATION MAINTAINED: First and last name of staff, phone numbers, address, personal health number, doctors name and phone number, emergency contact names and phone numbers.

PURPOSE: Reference for emergency situations.

USERS: All school staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 15(1), 20(1) and 175. Employment Standards Act c. 113, s. 28(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Staff Sign-in Binder and Historical Copies*

LOCATION: School office

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last names, signatures, dates present and absent, first and last names and/or signatures of teachers teaching on call and floats covering for absences.

PURPOSE: Tracking attendance.

USERS: All school staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 15(1) and 175*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: Strong Start

LOCATION: Eric Langton Elementary School Office (file)

INDIVIDUALS IN BANK: Students and parents/guardians

INFORMATION MAINTAINED: Student first & last name, gender, birth date, parent/guardian first and last name.

PURPOSE: Tracking and organization.

USERS: Principal, vice principal, clerical staff and program facilitators

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79 (3) and 81

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Court Orders/Custody documents binder*

LOCATION: School office and Student G4 file (also includes Ab Ed office)

INDIVIDUALS IN BANK: Students, parents/guardians

INFORMATION MAINTAINED: Basic student demographic information (first and last name), basic parent/guardian demographic information (first and last names and addresses), and child custody/guardianship and agreement orders.

PURPOSE: For schools to determine parental/guardian rights of access of the child(ren).

USERS: Principal, vice principal, teachers, clerical staff and support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 5 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Evaluation Book*

LOCATION: School classroom/ teacher's computer

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, division, student marks, evaluation notes and coding/adaptations or modification notes.

PURPOSE: Used as a reference to help teachers complete student report cards

USERS: Teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 85(2) and 168(2)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Files Autism Support Teacher*

LOCATION: Learning Services (THSS) office/laptop for present caseload files, storage room (THSS) for historical caseload

INDIVIDUALS IN BANK: Students, parent/guardian, itinerant staff and teachers

INFORMATION MAINTAINED: Student, parent/guardian, itinerant staff and teacher first and last names, contact emails, student date of birth, gender, Individual Education Plan, Safety Plan, diagnostic reports, other health and education practitioner reports, email correspondence with school team, Threat and Violence reports and reports written by the District Autism Support Teacher.

PURPOSE: To track student information, progress, and formulate individualized programs for G coded students.

USERS: Principal, vice principal, teachers, support teachers, teaching support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student G4 File*

LOCATION: School office and Learning Services office at THSS (current), District Office (scanned digital historical copies) and Garibaldi Secondary (historical originals)

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, health care professionals

INFORMATION MAINTAINED:

Students: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, care card information, residency information (Permanent Resident Card or Certificate of Citizenship, Passport or Visa, Documents Issued by Immigration Canada), all report cards, Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians, including any district or community support services (names of medical health professionals) correspondence and incident reports, release of information/referral/permission for testing forms. Teacher and district itinerant staff first and last names.

Parent/guardian: first and last name and employment, contact numbers, email, BC Identification or Driver's License, Permanent Resident Card or Certificate of Citizenship, Passport or Visa, Documents Issued by Immigration Canada, Aboriginal Ancestry Status Card, parent's/guardian's proof of residency documents (Credit Card Invoice, Driver's License, Mortgage Statement, Municipal Tax Bill, Notary Authorized Letter, Rental Agreement, Utility Bill), and emergency contact information).

PURPOSE: Track student information, progress, and formulate individualized programs.

USERS: Principal, vice principal, teachers, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Incidence Elevated to District Level (Including Appeals Process)*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Students, parents/guardians and school staff

INFORMATION MAINTAINED: Student first and last name, parent/guardian first and last name, conversation notes regarding incident with both student and parent/guardian, parent/guardian phone number and email. School staff first and last name, phone numbers, email address, conversation info, investigation notes etc.

PURPOSE: Tracking frequency of incidences, record of decisions, tracking progress of individual students (some information may later be transferred to G4 file).

USERS: Superintendent, Deputy Superintendent, Assistant Superintendents and District Administrative Assistants, Safe and Caring Schools staff and in rare cases parent/guardian appeals to the Board of Education.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 6, 20(1), 75, 79(3), 81, 85(2), 88 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Incidence File*

LOCATION: School office (also includes Ab Ed office)

INDIVIDUALS IN BANK: Students and parents/guardians

INFORMATION MAINTAINED: Student first and last name, parent/guardian first and last name, phone number and email address, conversation notes regarding incident with both student and parent/guardian.

PURPOSE: Tracking frequency of incidence (information may later be transferred to G4 file).

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 6, 20(1), 79(3), 85(2) and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Medical Alerts and Maintenance of Student Medication Log (Binder)*

LOCATION: School (office/medical room, classroom, staff room)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student personal information (first, middle and last names, date of birth, gender) including Personal Health Number and relevant medical information, parent/guardian first and last name, emergency contact information, any required medications and directions for use.

PURPOSE: Record of medications given, emergency procedures for individual students, and student identification.

USERS: Principal, vice principal, teachers, clerical staff and support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 88(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Medical and Safety Alerts Book*

LOCATION: School (office/medical room, classroom, staff room)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student personal information (first, middle and last names) including photo and relevant medical information any required medications and directions for use.

PURPOSE: Student identification for high risk medical conditions.

USERS: Principal, vice principal, teachers, clerical staff and support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 88(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Profile Forms Binder*

LOCATION: Secondary school office

INDIVIDUALS IN BANK: Students with IEPs

INFORMATION MAINTAINED: Student first and last name, PEN number, assessment, medical diagnosis information, individual education plan summary, parent/guardian, teacher and support staff first and last names.

PURPOSE: Reference of students' individual educational programs for conversations with teachers and guardians.

USERS: Principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79, 88(1) and 168(2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student PSR cards (Permanent Student Record) Current (Students attending the school) & Historical*

LOCATION: School office (current), District Education Office (scanned or fiche copies) and storage at Garibaldi Secondary School (original historical)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student personal information (including first, middle and last names, date of birth, gender, birth country and Personal Education Number), Medical/Legal alert, enrollment record of schooling (schools attended and years attended), attendance and course achievement records.

PURPOSE: Track student information, enrollment, attendance and progress as required by the *School Act* – to create a permanent student record.

USERS: Principal, vice principal, teachers, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 79(3), 81 and 168(2)(t) and (k)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Records – G4 file (CE, CLC, FRCC and ACCW)*

LOCATION: Riverside Centre

Continuing Education (CE)

Connected Learning Community (CLC)

*FRCC – Fraser Regional Correction Centre

*ACCW – Alouette Correctional Centre for Women

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED:

First and last name, date of birth, photo identification, proof of address, proof of residency (if applicable) /

*Confirmation of student identification for School Districts form which includes first and last name / photo and signature.

PURPOSE: Registration.

USERS: Principal, vice principal, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Registration Information*

LOCATION: School District Education Office and SD42 Parent Portal

INDIVIDUALS IN BANK: Students, Parents/Guardians, Teachers, District Itinerant Staff

INFORMATION MAINTAINED:

Students: All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, CARE card information, residency information (Permanent Resident Card or Certificate of Citizenship, Passport or Visa, Documents Issued by Immigration Canada), all report cards, Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians, including any district or community support services (names of medical health professionals) correspondence and incident reports, release of information/referral/permission for testing forms. Teacher and district itinerant staff first and last names.

Parent/guardian: First and last name, employment, contact numbers, email BC Identification or Driver's License, Permanent Resident Card or Certificate of Citizenship, Passport or Visa, Documents Issued by Immigration Canada, Aboriginal Ancestry Status Card, parent's/guardian's proof of residency documents (Credit Card Invoice, Driver's License, Mortgage Statement, Municipal Tax Bill, Notary Authorized Letter, Rental Agreement, Utility Bill), and emergency contact information).

PURPOSE: Track student information, progress, solve issues elevated to the district level and formulate individualized programs.

USERS: Superintendent, deputy superintendent, assistant superintendents and district administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168 (2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Sign-in and Out Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students and guardian or adult picking student up from school

INFORMATION MAINTAINED: Student first and last name, division number, parent/guardian or adults first and last name that is picking up a student.

PURPOSE: Tracking system for students arriving late or signing out early.

USERS: Clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Support Confidential File (Including Limited Access Student Support Confidential Files)*

LOCATION: School office and Learning Services storage room at Thomas Haney Secondary (includes limited access files in Learning Services Admin. Office) (current) – District Education office and Garibaldi Secondary (historical files)

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, health care professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information, parent/guardian first and last names, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians, including any district or community support services correspondence and incident reports, teacher first and last names, names of medical health professionals, release of information/referral/permission for testing forms.

PURPOSE: Track student information, progress, and formulate individualized programs.

USERS: School Administration, teachers, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and 168(2)(t) and (k) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Student Work Files*

LOCATION: School classrooms (includes Ab Ed work areas, Summer Learning, Continuing Education, and Connected Learning Communities)/teacher lap top files

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name. Files can contain any or all of the following: work samples, test results, daily accomplishments, portfolio files of student work samples, photos of activities, birthdays.

PURPOSE: Reflection of student progress for students, parents/guardians and teachers in assessing student progress and student goal setting.

USERS: Teachers, parents/guardians and students

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 79(3), 81 and 168(2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Suicide Risk Assessment Binder*

LOCATION: Learning Services office

INDIVIDUALS IN BANK: Students, parent/guardian, councilor

INFORMATION MAINTAINED: Student and parent/guardian first and last names, phone numbers and email info. Student's school, date of birth, grade and incident(s)/communication information/notes, councilor and administrator first and last name, any district or community support services correspondence (including names of medical health professionals).

PURPOSE: To assess suicide risk.

USERS: Principal, vice principal, councilor, support staff and teacher

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 168(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: Support Staffing Hours Assigned Binder

LOCATION: Learning Services office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name and coding.

PURPOSE: To track student generated support staffing at each school (assigned by Learning Services).

USERS: Principal, vice principal and clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1) and 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Teacher Teaching on Call Books*

LOCATION: School office

INDIVIDUALS IN BANK: Students and staff

INFORMATION MAINTAINED: Student photo, first and last name, pupil numbers, safety plan or alerts, identified medical conditions, student specific routine notes, staff first and last names.

PURPOSE: For TTOCs to follow daily routines of.

USERS: Teachers Teaching on Call

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 75, 79(3), 88(1), 168 (2)(t), and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Team Lists*

LOCATION: Classroom, gym office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: First and last names and jersey numbers of students on school teams.

PURPOSE: Track student uniforms.

USERS: Coaches (teachers, support staff, principal, vice principal, or volunteers)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(1) and (3) and 20(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Third Party Student Information Requests*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Students, parents/guardians, school staff (i.e. Counsellors, principals, vice principals, teachers, student support staff)

INFORMATION MAINTAINED:

Students: Third Party Requests and signed consent to release requested information to third party (may contain, student first, middle and last name, address, phone number, date of birth, brief description of reason for request, parent/guardian first, middle and last name, address, phone number), may occasionally keep and attach to request records of the student information released to the third party (which may contain report cards, Individual Education Plans (IEPs), safety plans, relevant medical information, educational assessments, communication letters between school and parents/guardians, including any district or community support services (names of medical health professionals) correspondence and incident reports, teacher and district itinerant staff first and last names.

PURPOSE: Track student information, progress, solve issues elevated to the district level and formulate individualized programs.

USERS: Third party (with parent/guardian consent), parent/guardians, executive staff and administrative assistants

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Transcript of Grades*

LOCATION: Secondary Schools (includes International Ed, Connected Learning and Continuing Education)

INDIVIDUALS IN BANK: Students who have graduated

INFORMATION MAINTAINED: Copy of Transcript of Grades issued by the Ministry of Education containing student first and last name, date of birth, PEN, courses taken in grades 11 and 12, examination marks and final letter grade.

PURPOSE: Permanent record for school and district use and to enable future reference for students.

USERS: Principal, vice principal, clerical staff, students

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Transfer In and Out Binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, and enrollment or leaving date, previous or future school and grade.

PURPOSE: To track students leaving or entering the school.

USERS: Principal, vice principal, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Various Lists including (but not limited to): Staff leadership and volunteer responsibility roles, recess and bus duty, house team, school rep team, choir, school clubs, student leadership, Ab Ed students, noon hour supervisors, staff contacts, emergency trees, student buddies, parent/guardian helpers, field trip transportation lists, breakfast and meal programs, grade seven leaving and winter concert programs etc.*

LOCATION: Elementary Schools (also includes Ab Ed office); office and classrooms

INDIVIDUALS IN BANK: Students and staff

INFORMATION MAINTAINED: Various – appropriate to the listing.

PURPOSE: Various – appropriate to the listing.

USERS: School staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 15(1), 20(1), 79, and 168(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Various Lists including (but not limited to): Teacher's and support staff assignments/timetables, medical alert, class lists, staff emergency info, TTOC and teacher check off lists, birthday lists, student awards, teams, clubs or volunteer groups, staff emergency phone tree, field trip attendance sheets, district contact list, district seniority lists (teaching and support staff), itinerant staff lists, library schedule, school map etc.*

LOCATION: Elementary and/or Secondary Schools (including Ab Ed, international Ed., CE, Summer Learning and CLC); office and classrooms

INDIVIDUALS IN BANK: Students and Staff

INFORMATION MAINTAINED: Various – appropriate to the listing.

PURPOSE: Various – appropriate to the listing.

USERS: School staff, district staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 15(1), 20(1), 79, and 168(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Various Lists including (but not limited to): Attendance, Fees, Ab Ed Students, Leadership students, Graduation Check List and program, Lockers, Ministry of Ed Verification, New Students, School Meals Program, Student Absentee Letter, Withdrawn Students, Work Experience, permission slips for field trips, field trip notices, school team/club lists etc.*

LOCATION: Secondary Schools; office and classrooms

INDIVIDUALS IN BANK: Students and Staff

INFORMATION MAINTAINED: Various – appropriate to the listing.

PURPOSE: Various – appropriate to the listing.

USERS: School staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 20(1), 79, and 168(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Violent Threat Risk Assessment (VTRA) Student Files*

LOCATION: Hard copy file (Safe and Caring Schools office - Riverside Center), and Binder (Learning Services – Thomas Haney Center)

INDIVIDUALS IN BANK: Students, parents/guardians, teachers, district itinerant staff, healthcare professionals

INFORMATION MAINTAINED: Student first, middle and last names, address, phone number, date of birth, gender, parent/guardian first and last name, contact numbers, email and emergency contact information, Individual Education Plan (IEPs), current safety plan, relevant medical information, relevant custody information, educational assessments, communication letters between school, itinerant staff and parents/guardians, including any district or community support services correspondence (including names of medical health professionals) and incident reports as well as, VTRA protocol documentation. Staff first and last name.

PURPOSE: To track student information, progress, and formulate individualized student programs.

USERS: Principal, vice principal, teachers and teacher support staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2)(a) and (t)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Visitor Sign-in and Out Binder*

LOCATION: School office

INDIVIDUALS IN BANK: District Staff or any visitor to the school

INFORMATION MAINTAINED: First and last name of visitors and their arrival and departure times.

PURPOSE: Tracking system for who is in the building (needed for emergency situations).

USERS: Clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 20(1), 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Volunteer and driver tracking binder*

LOCATION: School office

INDIVIDUALS IN BANK: Students and volunteers

INFORMATION MAINTAINED: Student picture, first and last name, volunteer first and last name, expiry dates of volunteer and drivers abstract forms.

PURPOSE: Track expiry dates for volunteer and abstract forms.

USERS: Principal, vice principal and teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 20(1), 79 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Volunteer Forms and Drivers' Abstracts Binder*

LOCATION: School office (includes Ab Ed office, Continuing Ed., Connected Learning Community, Summer Learning, International Ed., Alternate Education and Learning Services)

INDIVIDUALS IN BANK: Parent/guardian and other volunteers, students

INFORMATION MAINTAINED: Volunteer first and last name, address and contact information, reference recommendation and contact information, criminal record check and drivers abstract if required (may contain auto insurance information), drivers' license number, license plate number, related students first and last name.

PURPOSE: To ensure volunteers meet Board of Education policy requirements.

USERS: Principal, vice principal, teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, Section 20(1), 79 and 175

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Waitlist/Registration Form*

LOCATION: Environmental School (Arthur Peake Center)

INDIVIDUALS IN BANK: Student, parent/guardian, siblings

INFORMATION MAINTAINED: Student first, middle and last names, address, date of birth, gender, country of birth, citizenship, student ID, PEN, present school, SPED diagnosis and notes regarding perceived fit for the Environmental program. Parent/guardian first and last name, phone numbers and email, sibling first and last names, date of birth and present school.

PURPOSE: Assess fit for school and organize priority for acceptance.

USERS: Principal, vice principal, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Waitlist/Registration Form File (school, kindergarten, specialty programs or academies and Strong Start)*

LOCATION: School Office

INDIVIDUALS IN BANK: Student, parent/guardian, siblings

INFORMATION MAINTAINED: Student first, middle and last names, address, date of birth, gender, country of birth, citizenship, student ID, PEN, present school, SPED diagnosis and notes regarding perceived fit for the school or specialty/academy program. Parent/guardian first and last name, phone numbers and email, sibling first and last names, date of birth and present school.

PURPOSE: Assess fit for school program and/or organize priority for acceptance. To track transfers in and out of the school or program/academy.

USERS: Principal, vice principal, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 81*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Work at Home Binder*

LOCATION: Secondary School office

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student first and last name, and school identification number

PURPOSE: Track student attendance (students working at home who are not counted as absent).

USERS: Principal, vice principal, teachers and clerical staff.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Work Experience*

LOCATION: Secondary School office

INDIVIDUALS IN BANK: Students, parent/guardian

INFORMATION MAINTAINED: Student first and last names, address, phone number, emergency contact information (including parent/guardian first and last name and phone numbers), DOB, SIN number, student ID number and PEN. Employer/sponsoring org (and address and contact info.), supervisor (name).

PURPOSE: Record of work experience and contract (Ministerial requirement).

USERS: Principal, vice principal, work experience teacher, counselor, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3) and 168(2)(a)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Year Books*

LOCATION: School office (present), library or office (historical)

INDIVIDUALS IN BANK: Students and school staff

INFORMATION MAINTAINED: Student picture, first and last name, grade, division, staff photos and last name.

PURPOSE: Historical reference.

USERS: All school staff and students - (employees of the photography company when producing)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 20(1) and 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Year Startup File*

LOCATION: Office/Principals' laptop

INDIVIDUALS IN BANK: Staff

INFORMATION MAINTAINED: Staff first and last name, divisions and grades taught, day and month of birth. Staff lists, divisions assigned, recess and after school duty schedule, prep schedule, volunteer jobs, birthdays etc.

PURPOSE: Organization of the school.

USERS: Principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Youth Train in Trades (Trades Partnership Programs) File*

LOCATION: Arthur Peake Centre

INDIVIDUALS IN BANK: Students, parent/guardian

INFORMATION MAINTAINED: Student first and last names, address, phone number, emergency contact information (including parent/guardian first and last name and phone numbers), DOB, SIN number, student ID number and PEN. Employer/sponsoring org (and address and contact info.), supervisor/teacher (first and last name), Post-Secondary application and name school attended and course work (including letter grades).

PURPOSE: Record of partnership program, work experience and audit requirement (Ministerial requirement).

USERS: Principal, vice principal, teacher, career planning assistant (instructional support), counselor, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 81 and 82.2

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Education

TITLE: *Youth Work in Trades (Trades Partnership Programs) File*

LOCATION: Arthur Peake Centre

INDIVIDUALS IN BANK: Students, parent/guardian, employer

INFORMATION MAINTAINED: Student first and last names, address, phone number, emergency contact information (including parent/guardian first and last name and phone numbers), DOB, SIN number, student ID number, ITA number and PEN. Employer/sponsoring org (and address and contact info.), teacher (first and last name), employer supervisor first and last name and ITA (Industry Training Authority sponsor ID number) number.

PURPOSE: Record of career work experience for youth apprenticeship program and audit requirement (Ministerial requirement).

USERS: Principal, vice principal, teacher, career planning assistant (instructional support), counselor, clerical staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3), 82.2 and 168(2)(a)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Client List Database*

LOCATION: Rentals Department

INDIVIDUALS IN BANK: Past and current individuals and organizations who have rented, or are renting, District facilities.

INFORMATION MAINTAINED: First and last name of individuals renting or representing the organization renting, name of organization, address, phone and fax numbers, individuals work phone numbers.

PURPOSE: Reference as a client list

USERS: Rentals staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 103(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Community Rentals Coordinator*

LOCATION: Maintenance O Drive Data Base

INDIVIDUALS IN BANK: Public, teachers, principals

INFORMATION MAINTAINED: First and last names of participants and/or organization representative, Address, Email address, Telephone Numbers, Financial Information, Insurance Information, Society Numbers, Fax Numbers.

PURPOSE: Invoices for clients, insurance certificates, rental agreements, tracking reference, payment plan.

USERS: Community rentals coordinator, manager

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Perfect Mind*

LOCATION: Perfect Mind Cloud Based – Canada

INDIVIDUALS IN BANK: SD42 Parents/Guardians, students, public

INFORMATION MAINTAINED: Parents/guardian first and last name, age, address, phone number, secondary school number. Students first and last name, age, address, phone number, emergency contact info, medical concerns.

Community rentals: clients - name, address, phone number, email address. Accounts - name, society account number, insurance information.

PURPOSE: Platform to book SD42 facilities

USERS: Staff, students, parents/guardian, public

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *CUPE Database*

LOCATION: Facilities

INDIVIDUALS IN BANK: Custodians, janitors

INFORMATION MAINTAINED: First and last name, address, DOB, phone#, seniority dates, hours of work, location, pay rate, personal info.

PURPOSE: Holiday scheduling, budget projections.

USERS: Operations supervisor, secretary

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Demographics - Software Student Records*

LOCATION: Facilities Planning Office & Coordinator of Enrolment & Student Information's Office

INDIVIDUALS IN BANK: All students in district

INFORMATION MAINTAINED: First and last name, grade, address, program, attendance area school, school where student registered.

PURPOSE: Data is generated in several report formats and is used for District-wide Enrolment studies and small area studies (proposed school attendance area changes).

USERS: Assistant superintendents, principals, facilities director and planner, Coordinator of Enrolment & Student Information

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 103(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Feedback*

LOCATION: Facilities

INDIVIDUALS IN BANK: Members of the public making suggestions, requesting information or making complaints

INFORMATION MAINTAINED: May include first and last name of the individual, telephone/fax number, address, subject and content of communication, disposition of item (this information bank may not be organized or accessible by name or personal identifier).

PURPOSE: To provide a record of service to the public and to facilitate action on the item.

USERS: Department staff members maintaining the record

AUTHORITY FOR COLLECTION: *Freedom of information and Protection of Privacy Act* Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Field Rental User List & Field Rental Permits*

LOCATION: Facilities

INDIVIDUALS IN BANK: Contact person for groups using school district fields after school hours

INFORMATION MAINTAINED: First and last name, organization name, address, phone number, fax number.

PURPOSE: Identification of responsible person for contact purposes.

USERS: Secretary, supervisor

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 103(2)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Grievance Files*

LOCATION: Director's Office

INDIVIDUALS IN BANK: Employees who have filed grievances

INFORMATION MAINTAINED: Copies of grievance information from Step 2 and 3 of the CUPE Local 703 Collective Agreement including first and last name, position and issue or concern.

PURPOSE: For use in resolving grievances.

USERS: Director and facilities department supervisors

AUHIORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Leave of Absence Requests*

LOCATION: Facilities Department

INDIVIDUALS IN BANK: Employees on Capital Projects

INFORMATION MAINTAINED: LOA request and reason, first and last name and position.

PURPOSE: File copies for dept. review and monitoring.

USERS: Supervisor of Construction and staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Mileage Check-off Sheet*

LOCATION: Maintenance Department

INDIVIDUALS IN BANK: Employees

INFORMATION MAINTAINED: First and last name, SIN, KM's driven per week.

PURPOSE: For submitting total of kilometers to Accounts Dept. at month-end for payment to employees.

USERS: Account clerk, supervisor of maintenance, supervisor of construction, secretary – maintenance

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Operation Staff Card Index*

LOCATION: Operations Department

INDIVIDUALS IN BANK: Custodian, janitors, spare board employees

INFORMATION MAINTAINED: First and last name, address, DOB, SIN, phone number, seniority date, pay grades, hours of work.

PURPOSE: Billing for rentals & callouts; replacement information; for reference regarding timesheets/mileage forms, etc.

USERS: Rentals coordinator, custodial foreman, operations supervisor & secretary

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Perfect Mind*

LOCATION: Perfect Mind Cloud Base - Canada

INDIVIDUALS IN BANK: Public, Teachers, principals

INFORMATION MAINTAINED: First and last names of participants and/or organization representative, address, email address, telephone numbers, financial information, insurance information, society numbers, fax numbers, staff first and last name.

PURPOSE: Invoices for clients, insurance certificates, rental agreements, tracking reference, payment plan.

USERS: Community rentals coordinator, manager, maintenance administrators, finance department.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Personnel Files*

LOCATION: Maintenance Department

INDIVIDUALS IN BANK: Employees

INFORMATION MAINTAINED: First and last name, address, phone number, copies of communication, etc.

PURPOSE: For access to personnel records.

USERS: Supervisor, secretary, account clerk

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Time Card/ Check-off List*

LOCATION: Maintenance Department

INDIVIDUALS IN BANK: Employees

INFORMATION MAINTAINED: First and last name, department, SIN.

PURPOSE: To ensure each employee has submitted a time card.

USERS: Account clerk, secretary

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *Time Cards*

LOCATION: Maintenance Department

INDIVIDUALS IN BANK: Employees

INFORMATION MAINTAINED: First and last name, SIN, pay rate, number of hours worked, sick days taken, kilometers driven.

PURPOSE: Record keeping for employee's pay and mileage.

USERS: Account clerk, secretary, supervisor

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Facilities

TITLE: *WCB Records*

LOCATION: Maintenance Department

INDIVIDUALS IN BANK: Employees

INFORMATION MAINTAINED: First and last name, address, phone numbers, supervisor, injury date/type, attending First Aid & physician (first and last name).

PURPOSE: To track reoccurring injuries.

USERS: Supervisor, accounts clerk, secretary

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Finance

TITLE: *Insurance Incident Reports*

LOCATION: District Education Office (Finance)

INDIVIDUALS IN BANK: Persons injured at Elementary or Secondary schools

INFORMATION MAINTAINED: First and last name, status, description and nature of injury and treatment, date of incident.

PURPOSE: To provide detailed record of accident at school for the School District and schools protection program.

USERS: School District Insurance Program, Risk Management Branch

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Finance/International Education

TITLE: *Record of Fees Paid*

LOCATION: District Education Office (Finance)

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: School, first and last name, type of fee, status of payment, gender, grade enrolled, student number.

PURPOSE: Record of school fees levied and status of payment.

USERS: Principal, vice principal, secretaries

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 100(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Finance

TITLE: *Vendor Payment File*

LOCATION: District Education Office (Finance)

INDIVIDUALS IN BANK: Staff receiving reimbursement for expenses, travel claims, mileage, etc.

INFORMATION MAINTAINED: First and last name, vendor number (employee number).

PURPOSE: To provide a means of identifying employees for reimbursement.

USERS: Accounting Office staff, BAS inquiry users - information is available on the system

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Attendance Management file*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: CUPE staff with attendance concerns

INFORMATION MAINTAINED: First and last name, position, attendance record, nature of absences, reason for absences, attendance follow-up script.

PURPOSE: To manage employees absenteeism issues or concerns.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Criminal Records Checks*

LOCATION: Human Resources

INDIVIDUALS IN BANK: All employees of the district who are required to have a criminal records check completed (Exempt Staff, CUPE, outside contractors, volunteers, school trustees) excluding employees who are processed through the Teacher Regulation Branch.

INFORMATION MAINTAINED: First and last name, previous names, birthdate, birthplace, Driver's License, address, phone number, offenses found (if applicable).

PURPOSE: To ensure all staff have clearance to work with school district staff/students

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: Disability Management - JEIS (Joint Early Intervention Service)/Teacher Rehabilitation Program

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees for whom a medical certificate was requested or who has a medical issue/disability and are actively involved with JEIS/Teacher Rehabilitation Program

INFORMATION MAINTAINED: First and last name, position, location, nature of condition and prognosis for return.

PURPOSE: Disability Management in supporting employee's ability to do their job safely.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

Title: *Dispatch – Permanent Teacher Teaching On Call (TTOC) list*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All TTOCs with permanent status

INFORMATION MAINTAINED: First and last name, phone number, position, homeschool, availability, employee number.

PURPOSE: To direct TTOCs to a suitable assignment/dispatch and ensure work.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Employee Personnel files – Active*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All employees of the school district

INFORMATION MAINTAINED: First, middle and last name, date and place of birth, employee number, education history (including degrees and certificates completed), SIN, certification number, gender, phone number, email, address, previous work history and interests, bank information, marital status, first and last name of dependents, citizenship/immigration status. Employment history (may include previous employer name including first and last name of company contact, address of company, position held and reasons for leaving). First and last name if references and their phone/email contact information.

PURPOSE: To maintain a records of an employee's working history and to allow supervisors to administer their area of responsibility.

USERS: Payroll, human resources, management staff, employees

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c). *Employment Standards Act* [RSBC 1996] c 113, s 528(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Employee Personnel Files – Archives/Terminated (electronic format)*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Past employees of the school district

INFORMATION MAINTAINED: First, middle and last name, date and place of birth, employee number, education history (including degrees and certificates completed), SIN, certification number, gender, phone number, email, address, previous work history and interests, bank information, marital status, first and last name of dependents, citizenship/immigration status. Employment history (may include previous employer name including first and last name of company contact, address of company, position held and reasons for leaving). First and last name if references and their phone/email contact information.

PURPOSE: To maintain a historical reference of an employee records.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c). *Employment Standards Act* [RSBC 1996] c 113, s 28(1)(a) and (b)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Employee Recognition files*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees who have reached 1, 10, 20, 25, 35-year milestones

INFORMATION MAINTAINED: First and last name, employee number, position, location, hire date, photos.

PURPOSE: To keep record of recognizing employee milestones.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Employee Staff Photo Identification*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees of the school district

INFORMATION MAINTAINED: Photograph in JPEG format, first and last name.

PURPOSE: Produce photo identification tags for security reasons at our schools sites or identification of employees when required.

USERS: Human Resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Excluded Staff Compensation*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Exempt staff, principals, vice principals

INFORMATION MAINTAINED: Electronic spreadsheet with first and last name of PVP/exempt staff, position, location and salary changes, effective date.

PURPOSE: To record and implement Exempt compensation plan.

USERS: Human Resources

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Grievances/Arbitration Files*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees for whom a grievance is filed

INFORMATION MAINTAINED: First and last name, position, location and details related to the matter at issue.

PURPOSE: Reference material and to maintain history on issues and resolutions.

USERS: Human resources, management staff

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Health & Safety – Committee Meeting Minutes*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Potentially any employee who has had a safety concern, or is a committee member or first aid attendant

INFORMATION MAINTAINED: First and last name, position, location, details of concern or incident.

PURPOSE: Maintain records in compliance with WorkSafe regulations.

USERS: Human resources and district health & safety committee

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Health & Safety – Threat/Violence Reports*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees for whom a threat/violence report is filed

INFORMATION MAINTAINED: Employee first and last name, position, location, student first and last name, location, nature of the incident, nature of injury (if applicable).

PURPOSE: Maintain records of student baseline behaviours in relation to the threat or violence towards an employees.

USERS: Human resources, principal, vice principal, learning services, unions (student names redacted from document)

AUTHORITY FOR COLLECTION: *School Act* Section 15(1) and 79(3). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Health & Safety – WorkSafe Claims/Injury*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees who experience a workplace injury resulting in a WorkSafe report

INFORMATION MAINTAINED: First and last name, position, location, birthdate, home address, phone number, nature of the incident, nature of injury, date and time of injury, witness names, salary information and date of hire (if applicable for a claim).

PURPOSE: Maintain records of workplace injuries or near misses and follow-up on reports received.

USERS: Human resources, principal, vice principal, safety committees, unions, WorkSafe

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Human Resources Information System (HRIS)*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees, past, present and prospective (applicants)

INFORMATION MAINTAINED: First and last name, date of birth, address, phone number, assignment history, pay, discipline, attendance, skills/certifications, employee number.

PURPOSE: To maintain a record of an employee's working history; including seniority lists, staffing reports.

USERS: Human resources, payroll, finance, principals, managers, employees

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c). *Employment Standards Act* [RSBC 1996] c 113, s 28(1) (a) and (b)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Human Rights Complaints*

LOCATION: Human Resources

INDIVIDUALS IN BANK: All employees initiating a complaint under Human Rights and any indicated respondents or staff included in the details related to the matter.

INFORMATION MAINTAINED: First and last name, position, location and details related to the matter at issue and protected ground.

PURPOSE: Reference material to assess the claim and to maintain history on Human Rights complaints and outcomes.

USERS: Human resources, management staff

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Investigation Files*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All individuals who may participate in an investigation

INFORMATION MAINTAINED: First and last name of all participants, contact information (email, phone number, etc.), position, location and details related to the matter at issue.

PURPOSE: Reference material and to maintain history on investigations and outcomes in the event of a litigation.

USERS: Human resources, management staff

AUTHORITY FOR COLLECTION: *School Act* Section 15 (1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Job Competition Records*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Internal/External applicants applying for posting and references

INFORMATION MAINTAINED: Job posting, applications, first and last name, address, phone numbers, email, experience, education, resume, cover letter, work history, education, and successful candidate, first and last names of any references and their phone number/email.

PURPOSE: Staff positions and meet to retention requirements.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Joint Job Evaluation (JJEC)*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All CUPE staff whose job descriptions are due to be evaluated

INFORMATION MAINTAINED: First and last name, employee number, position, start date, location, email addresses and work performance evaluation.

PURPOSE: To keep record of those employees invited to participate in job review questionnaires.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15 (1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Labour Management Notes*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Employees or students pertinent to the incident, issue or contract matter

INFORMATION MAINTAINED: First and last name of issue participants, position, homeschool, employee number, details regarding the persons involvement in the incident, issue or contract matter.

PURPOSE: Discussion notes on employees incidents, issues and contract matters. Recording pertinent details related to labour management issues.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c); Labour Relations Code

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Layoff Spreadsheets*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: CUPE staff impacted by layoff (change of continuing hours)

INFORMATION MAINTAINED: First and last name, position, location, hours per week, seniority date, employee number and selection in layoff including bumping.

PURPOSE: Historical record of layoff notices and resulting decisions.

USERS: Human Resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c); *Employment Standards Act*, *Labour Relations Code*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

Title: *Medical Files*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Employees for whom a medical certificate was requested or an issue/disability was present

INFORMATION MAINTAINED: First and last name, position, location, nature of condition and prognosis for return.

PURPOSE: Disability Management in supporting employees' ability to do their job safely.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c), *Workers Compensation Act*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Monthly Sick Leave Balance report*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Teachers with 2 days or less in their sick leave, produced every pay period

INFORMATION MAINTAINED: First and last name, employee number, sick leave bank balance.

PURPOSE: To monitor teachers close to exhausting their sick banks.

USERS: Human resources, payroll

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c); *Employment Standards Act*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Performance Evaluation HR Supervisory Notes*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: HR Staff

INFORMATION MAINTAINED: First and last name, position, date of evaluation and notes kept on job performance, questionnaire results and evaluation report.

PURPOSE: To maintain record to inform progress in future evaluations.

USERS: Human resource managers

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: Remedy and International Ed Calculator

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Teachers, Principals, Payroll, Finance

INFORMATION MAINTAINED: Class information, course information, homeroom and staff assignments, school details, staff homeroom, student course selection, and courses taught by teachers; remedy earned by teacher; international supply allocation earned and used by teacher; teacher remedy selection. First and last name of teachers and employee numbers.

PURPOSE: To calculation teachers compensation based on class size and composition.

USERS: Teachers, principal, vice principal, district staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* section 168.01, Reg 121/2017

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Remedy Entitlement and Selection forms*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Teachers with classroom composition challenges resulting in remedy, students.

INFORMATION MAINTAINED: First and last name, position, homeschool, employee number, subject and levels, student first and last names and codings.

PURPOSE: To determine compensation levels and entitlements for remedy and track teacher selections.

USERS: Human resources, assistant superintendents, finance, principals, payroll, employees

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Retirement Demographics*

LOCATION: District Education Office (Human resources, payroll, senior team)

INDIVIDUALS IN BANK: All Exempt Staff and Principals, Vice Principals

INFORMATION MAINTAINED: First and last name, position, employee number, age, birthdate, assignment history, leave history, pension service, annual salaries.

PURPOSE: To drive succession planning and recruitment initiatives.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15(1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *School Composition and Staffing*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Teachers, Administration, CUPE

INFORMATION MAINTAINED: First and last name, position, subjects and levels taught, FTE, homeschool, students names and related coding.

PURPOSE: To monitor staffing levels.

USERS: Human resources

AUTHORITY FOR COLLECTION: *School Act* Section 15 (1). *Freedom of Information and Protection of Privacy Act*, Section 26(c)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Seniority Lists*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All Unionized Employees for whom seniority is applicable

INFORMATION MAINTAINED: First and last name, seniority date, ranking, position, location.

PURPOSE: Contractual requirement and historical reference.

USERS: Human resources, all unionized employees and their managers

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Staff Emergency Information*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: All District Education Office staff

INFORMATION MAINTAINED: First and last name, address, telephone number, physician, physician phone number, first and last name, relationship, phone numbers of two emergency contacts, care card number, list of medications and/or conditions to be aware of in event of emergency situation.

PURPOSE: To keep record of emergency contact information for each staff member in building in case of an emergency.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Successful Applicants files*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Internal/External applicants

INFORMATION MAINTAINED: Interview questions and notes, first and last name, phone number, email, birthdate. References first and last name, phone number and email, company name and position in company. First and last name of interviewer.

PURPOSE: Staff positions and meet retention requirements.

USERS: Human Resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Teacher Regulation Branch – Teaching Certificates*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: Principals, vice principals, teachers

INFORMATION MAINTAINED: First and last name, employee number, teaching certificate number.

PURPOSE: To ensure all teachers on staff have current teaching certificates.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Unsolicited Applications (External applications) – paper applications and applications inbox*

LOCATION: District Education Office (Human Resources)

INDIVIDUALS IN BANK: External applicants

INFORMATION MAINTAINED: First and last name, address, gender, phone number, email, previous employers (first and last name of company contact) and address, employment history (position held and reason(s) for leaving), educational history, work history, certification number(s), may include immigration status, previous discipline and criminal history. First and last name of references and their phone number and/or email, employer name and position held.

PURPOSE: Should a vacancy occur that cannot be filled internally the applications may be reviewed for suitable candidate.

USERS: Human resources staff, management/PVP staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Human Resources

TITLE: *Unsuccessful Applicants files*

LOCATION: District Education Office

INDIVIDUALS IN BANK: Internal/External applicants

INFORMATION MAINTAINED: First and last name, address, gender, phone number, email, previous employers (first and last name of company contact) and address, employment history (position held and reason(s) for leaving), educational history, work history, certification number(s), may include immigration status, previous discipline and criminal history. First and last name of references and their phone number and/or email, employer name and position held.

PURPOSE: Staff positions and meet retention requirements.

USERS: Human resources staff

AUTHORITY FOR COLLECTION: *School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Information Technology

TITLE: *Google School*

LOCATION: Cloud based (G-Drive) outside of Canada

INDIVIDUALS IN BANK: Students, teachers, principal, vice principal

INFORMATION MAINTAINED: Student - first name, last name, student number school attended, active directory group membership, e-mail, student created documents, school projects, and chat history. Staff - first name, last name, job title, department, and Skype for Business extension, school, school contact info, active directory group membership, staff created documents, email, voice mail, chat history.

PURPOSE: Portfolio of students work, work space collaboration for students, assignment sharing.

USERS: Students, all district staff, teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Information Technology/Education (Secondary)

TITLE: *My Blue Print*

LOCATION: Hosted by My Blue Print

INDIVIDUALS IN BANK: All secondary students, teacher

INFORMATION MAINTAINED: Student: first, middle and last name, student number, grade, courses, marks, address, PEN, teacher (first and last name), school name, birth date, gender, graduation program, SPED category, Aboriginal ancestry, first nations band, home language, ESL, French immersion, immigration status, citizenship, country of birth, care card number, admission date, withdraw reason, previous school name, counselor ID, counselor name, date graduated/projected to graduate.

PURPOSE: Portfolio system for student work.

USERS: Students, teachers, principal, vice principal

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 79(3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Information Technology

TITLE: *Office 365*

LOCATION: Microsoft Canadian Cloud

INDIVIDUALS IN BANK: Students, teachers, staff

INFORMATION MAINTAINED: Student - first name, last name, student number, school attended, active directory group membership, e-mail, student created documents, school projects, and chat history. Staff - first name, last name, job title, department, and Skype for Business extension, school, school contact info, active directory group membership, staff created documents, email, voice mail, chat history.

PURPOSE: Office 365 is a complete cloud-based productivity platform. Office 365 include services such as Skype for Business web conferencing and Exchange Online hosted email for business, and additional online storage with OneDrive.

USERS: Students, all district staff, teachers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Information Technology

TITLE: *Parent Portal*

LOCATION: District Office

INDIVIDUALS IN BANK: Parents/Guardians, Student

INFORMATION MAINTAINED: Parent/guardian info - User's first and last name, school, location, address, email, primary and secondary parents/guardian phone numbers, billing address. Student Info – first and last name, student number, class information, course Information, cross enrolled school information, homeroom and staff assignments, school details, school rooms, school team, staff homeroom, student course selection, student daily absences, student demographic information, teacher course.

PURPOSE: The purpose of this portal is to electronically communicate with district parents/guardian on various academic and social school events, student attendance, Assessment reports, Student led conferencing, Policies and procedures, parent/guardian consent, field trips and collection of field trips payment and school fees. The portal is also used for student registration K-12 and application for transportation services.

USERS: Teachers, principal, vice principal, district staff

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Information Technology

TITLE: Student Information System (MyEd)

LOCATION: Information Technology Department (District Office)

INDIVIDUALS IN BANK: Students, parents/guardian, emergency contacts name, address, phone number, medical information

INFORMATION MAINTAINED: Student first and last name, address, phone number, medical information, parent/guardian first and last name, employment, emergency contact, DOB, birth place, language, citizenship, aboriginal ancestry, attendance, course history/schedules/marks, last school attended, year and program, special needs designation data, student number and PEN.

PURPOSE: Information on enrolment, attendance, marks, report cards, ministry reporting, scheduling, transferring and withdrawing students, fees, special needs program administration, assessment records.

USERS: MyEd operator, office staff, administration, teachers, counselors, specialists, public health nurse

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 79(3), Ministerial Order M525/95

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Declaration of Conditions of Employment (T2200)*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: Administrative officers, exempt management staff, itinerant teachers

INFORMATION MAINTAINED: Name, Social Insurance Number, school address, kilometers driven, rate per kilometer, total amount reimbursed.

PURPOSE: Form T2200 is supplied to qualifying employees who are claiming mileage expenses over and above what they may have been reimbursed from the School District.

USERS: Financial services, employees

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Employee Absence Records*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: All district employees

INFORMATION MAINTAINED: Info varies by employee group and may include: first and last name, Social Insurance Number, days taken, GL codes, occupation, rate, hours, amount of calculation, WCB hours used, payments received from WCB, correspondence, employee number.

PURPOSE: Purposes of approval and monitoring of leaves and reporting to WCB, production of payroll and cost distribution for Teachers-On-Call and CUPE Casual.

USERS: Compensation, HRIS, employees, supervisors, safety & operations dept., inquiries from EI, ICBC, WCB, lawyers

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1), *Employment Standards Act*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Employee Benefit Program Records*

LOCATION: District Education Office (Payroll Department)

INDIVIDUALS IN BANK: All district employees

INFORMATION MAINTAINED: First and last name, address, sex, SIN, group number, dependents, DOB, amount of coverage, effective medical dates, EHB, dental, group/opt. group life, AD&D, short/long term disabilities, status, earnings, dates of hire/retirement, years of service, incentive allowance payments, employee number.

PURPOSE: Current benefit records for employees and dependents, for payouts and monitoring of participants in Early Retirement Incentive Plan.

USERS: Compensation, accounts, employees, Public Employees Benefit Trust (PEBT), Morneau Shepell

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Employee Time Sheets*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: CUPE Local 703 (Support Staff)

INFORMATION MAINTAINED: First and last name, address, phone, Social Insurance Number, work location, pay period, time worked, wage per day/hour, budget allocation.

PURPOSE: Production of payroll and cost distribution.

USERS: Compensation, HRIS, employees, EI

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1), Employment Standards Act

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Employee Vacation Records*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: CUPE Local 703, Exempt Staff.

INFORMATION MAINTAINED: First and last name, Social Insurance Number, vacation taken, entitlement and accrual.

PURPOSE: For payroll purposes and employee information.

USERS: Compensation, employees, supervisors, EI

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1), *Employment Standards Act*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Employee Voluntary Deduction Program Records*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: Participating employees

INFORMATION MAINTAINED: First and last name, Social Insurance Number, location of work, amount deducted per pay, total paid or pledged, daily wages, application forms, correspondence, reconciliation, employee number.

PURPOSE: Record keeping for employees having deductions for 12 month pay program, benefits payments.

USERS: Compensation, accounts, secretary-treasurer's office, employees

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Payroll Computer System*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: District Employees, current and former

INFORMATION MAINTAINED: First and last name, address, Social Insurance Number, Date of Birth, sr./current/original hire/termination/annual increment date, sex, tax exempt, union/group membership, hours of work, cost code, pay category/rate, occupation, location, bank account number, benefit participation/rates, Record of Employment, leave/vacation, WCB records, employee number.

PURPOSE: To enable the production of salary and wage payments, payroll deductions and external (T-4, Record of Employment), internal (costing and benefit administration) payroll reports.

USERS: Compensation, HRIS

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1), Employment Standards Act

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Payroll External Reports*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: All district employees

INFORMATION MAINTAINED: First and last name, address, Social Insurance Number, occupation, dates worked, insurable earnings, employee number, earnings, statutory & other deductions, amount of pensionable service/salary, pension contribution, contributable service

PURPOSE: To enable necessary external reporting including T-4 income tax, record of employment; requirements of other regulatory bodies including Annual Report to Pension Branch for Municipal and Teachers and Workers' Compensation Reporting.

USERS: Compensation, employees, Canada Employment & Immigration, Municipal and Teacher Superannuation Plan, WCB.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1), *Employment Standards Act*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Payroll

TITLE: *Statement of Payments to Employees for Supplementary Projects*

LOCATION: District Education Office (Payroll department)

INDIVIDUALS IN BANK: CUPE, teachers-on-call, principal, vice principal, exempt

INFORMATION MAINTAINED: First and last name, department, approved by (first and last name), amount, reason.

PURPOSE: Reporting to the Board payments to employees for supplementary projects.

USERS: Financial services, trustees, public

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* Section 15(1); Employment Standards Act

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Purchasing & Transportation

TITLE: *Applications for Student Transportation*

LOCATION: Purchasing & Transportation Department, District Parent Portal (online & binders)

INDIVIDUALS IN BANK: All students and parents/guardian receiving any transportation of service or allowance and employee authorizing approval

INFORMATION MAINTAINED: Student first and last name, school, grade, address, medical conditions, physical or behavioral, medications, care card number, physicians first and last name, parent/guardian first and last name, home and cell phone numbers, first and last name of employee approving application.

PURPOSE: To determine eligibility, schedule transportation, maintain up-to-date information in case of emergency.

USERS: Transportation manager, contractor providing service

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 170*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Purchasing

TITLE: *Bus Route Optimization*

LOCATION: District Office

INDIVIDUALS IN BANK: SD42 parents, students

INFORMATION MAINTAINED: Parent/guardian first and last name, address and phone number, email, relationship to student. Students first and last name, address, relationship to guardian, phone number, and address.

PURPOSE: Bussing request.

USERS: Staff, parents/guardians

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c), School Act Section 79(3)*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Purchasing & Transportation

TITLE: *Master Roster*

LOCATION: Purchasing & Transportation Department (electronic data base)

INDIVIDUALS IN BANK: All students receiving various types of service

INFORMATION MAINTAINED: First and last name, address, eligibility, phone, route#, emergency contacts, medical issues; sorted alphabetically and by route.

PURPOSE: Access to names and schedules for planning and emergency.

USERS: Transportation Manager

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 170*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Purchasing & Transportation

TITLE: *Route Schedules*

LOCATION: Purchasing & Transportation Department (electronic data base & binders)

INDIVIDUALS IN BANK: All students receiving various types of service

INFORMATION MAINTAINED: First and last name, pick up/drop off address, times, route number; by route.

PURPOSE: Access to names and schedules for planning and emergency.

USERS: Transportation Manager, Contractor providing service

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 170*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Purchasing & Transportation

TITLE: *School Bus Behaviour Reports/Log*

LOCATION: Purchasing & Transportation Department (electronic database & binders)

INDIVIDUALS IN BANK: Students who have received Behaviour Reports from bus driver

INFORMATION MAINTAINED: First and last name, school, reason report issued.

PURPOSE: To monitor student's unsafe behaviour and bus suspensions.

USERS: Transportation Manager, Administrators

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 170*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Purchasing & Transportation

TITLE: *Transportation Allowance Claims*

LOCATION: Purchasing & Transportation Department (electronic database & binders)

INDIVIDUALS IN BANK: All students receiving Transportation Allowance

INFORMATION MAINTAINED: Student name, name & address of driver, school, dates, transportation provided, amount of claim.

PURPOSE: Determine eligibility and authorize payment.

USERS: Transportation manager, accounts dept.

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 170*

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Superintendent

TITLE: Student Records out for Scanning – Full Student Records (G4 file and PSR card) and Confidential File

LOCATION: Ricoh Canada, 200 – 3999 Henning Dr., Burnaby

INDIVIDUALS IN BANK: Former Students of SD42 (graduated, transferred out of district)

INFORMATION MAINTAINED: Years Sept. 2009 – June 2017 currently out for scanning, going forward the school two years prior to the current school year will be scanned out of district. **Students:** All school registration forms (including student first, middle and last names, address, phone number, date of birth, gender, place of birth, residency information (Permanent Resident Card or Certificate of Citizenship, Passport or Visa, Documents Issued by Immigration Canada), all report cards, Individual Education Plans (IEPs), safety plans, relevant medical information, relevant custody information, educational assessments, communication letters between school and parents/guardians, including any district or community support services (names of medical health professionals) correspondence and incident reports, release of information/referral/permission for testing forms. Teacher and district itinerant staff first and last names. **Parent/guardian:** first and last name and employment, contact numbers, email BC Identification or Driver's License, Permanent Resident Card or Certificate of Citizenship, Passport or Visa, Documents Issued by Immigration Canada, Aboriginal Ancestry Status Card, parent's/guardian's proof of residency documents (Credit Card Invoice, Driver's License, Mortgage Statement, Municipal Tax Bill, Notary Authorized Letter, Rental Agreement, Utility Bill), and emergency contact information).

PURPOSE: Historical reference and student request.

USERS: Students, lawyers, Ministry, third party (with student or guardian consent)

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act* sections 75, 79(3), 81, 85(2), 88, 168(2) – includes the retention period (Permanent student records order #3)

SD42 DIRECTORY OF PERSONAL INFORMATION BANKS

DEPARTMENT: Superintendent

TITLE: *Superintendent Search*

LOCATION: District Education office – hard copy/shared drive

INDIVIDUALS IN BANK: Prospective appointees

INFORMATION MAINTAINED: First and last name, employment record, address, phone number, email address, references (with first and last name, phone number, email address), resume, headshot, interview questions and answers.

PURPOSE: Recruitment.

USERS: Board of Education, director of human resources

AUTHORITY FOR COLLECTION: *Freedom of Information and Protection of Privacy Act*, Section 26(c). *School Act*, sections 15(1)