

Appendix to AP I6

Personal Information Directory

School District No. 64 (Gulf Islands)

Updated March 2024

DEFINITIONS

The following categories are used to help classify and organize Personal Information maintained by the School District:

- 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.
- Users:** Self-explanatory.
- Authority for Collection:** Any collection of personal information must be authorized by the *Freedom of Information and Protection of Privacy Act*. As well as permitting collection for certain purposes, *the Act* allows collection if authorized under another statute. Accordingly, most of the personal information collected by the District is pursuant to the *School Act*.

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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District

DEPARTMENT:	District
TITLE:	Demographics Software
LOCATION:	School Board Office, Maintenance Department, Baragar database
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, grade, address, program, catchment, school where student attends
PURPOSE:	Data is generated in several report formats and is used for District-wide Enrolment studies and small area studies (proposed catchment area changes)
USERS:	Superintendents, Secretary Treasurer, Director of Facilities, Executive Assist. To the Superintendent
AUTHORITY FOR COLLECTION:	School Act Section 79 and 168(2)(t), Ministerial Order M152/89

DEPARTMENT:	District
TITLE:	District Archives
LOCATION:	School Board Office, schools,
INDIVIDUALS IN BANK:	Former students, former employees, public
INFORMATION MAINTAINED:	Various items; may include school attendance registers, school annuals, newspaper clippings, photographs, other memorabilia, etc.
PURPOSE:	To provide a historical and archival record of the School District
USERS:	Former students, historians, public, employees
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act Section 26

DEPARTMENT:	District
TITLE:	District Student Data Warehouse
LOCATION:	District Data Center
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, address, phone, email, medical info, gender, parent/guardian name employment and contact information, emergency contact, DOB, birth place, language, citizenship, aboriginal ancestry, attendance, course history/schedules/marks, last school attended, year and grade, special needs designation data, IEP's.
PURPOSE:	Student information is extracted from MyEdBC database and used to populate other information systems such as, Filemaker, Brightspace, class lists and classroom software, digital archive, etc.
USERS:	Administrators, clerical staff, teachers, counsellors, specialists, Technology department staff
AUTHORITY FOR COLLECTION:	School Act Section 79 and 168(2)(t), Ministerial Order M152/89

DEPARTMENT:	District
TITLE:	Public Contact Files
LOCATION:	All departments and schools
INDIVIDUALS IN BANK:	Members of the public making suggestions, requesting information or making complaints
INFORMATION MAINTAINED:	May include 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)

Education

DEPARTMENT:	Education
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TITLE: Administration of Student Medications Log/Binder
LOCATION: Classroom, medical Room or school office
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, type of medication and dosage, date administered and by whom Signed form by students Doctor
PURPOSE: Record of medications given
USERS: School Administration, Teachers, parents, Doctors
AUTHORITY FOR COLLECTION: School Act Sections 79

DEPARTMENT: Education
TITLE: Annual Student Information Verification Forms
LOCATION: Schools, student files, MyEdBC
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, address, phone, email, medical info, gender, parent/guardian name employment and contact information, emergency contact, DOB, birth place, language, citizenship, aboriginal ancestry
PURPOSE: Forms sent home and returned by parents to verify a student's information
USERS: Administrators, clerical staff, teachers
AUTHORITY FOR COLLECTION: School Act Section 79 and 168(2)(t), Ministerial Order M152/89

DEPARTMENT: Education
TITLE: Assessment Notes/Results
LOCATION: School Board Office, schools, Filemaker Pro server
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, PEN number, test results
PURPOSE: Assessment testing by Psychologists, Speech/Language Pathologists, Occupational Therapists, District based counsellors Assessing suitability and grade level of students
USERS: Director of Instruction, teachers, administrators, counsellors, specialists as noted above
AUTHORITY FOR COLLECTION: School Act Sections 79 and 85 (2)(j), Ministerial Orders M152/89 and M60/94

DEPARTMENT: Education
TITLE: Athlete Registration for BC School Sports
LOCATION: Schools, BC School Sports
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name PEN, birthdate, age, telephone, address
PURPOSE: To provide accurate information for registration of student into the BC School Sports athletic contests
USERS: Athletic Director, BC Sports, Administration
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy

DEPARTMENT: Education
TITLE: Classroom Based Databases for Software Programs
LOCATION: Schools
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: May include all or part of student's name, address, phone, email, gender, DOB, course history/schedules/marks, year and grade, SPED designation data, IEP's, assessments, competencies, interventions, and notes.
PURPOSE: For use of classroom software such as G-suite, Office 365, IPASS, Brightspace, etc.. Software has had PIA's produced. In some cases, student information is extracted from MyEdBC database and used to populate these programs
USERS: Teachers, PVP, School Ad. Assistants
AUTHORITY FOR COLLECTION: School Act Section 79 and 168(2)(t), Min. Order M152/89

DEPARTMENT: Education
TITLE: Counsellor Files
LOCATION: Various sites, schools
INDIVIDUALS IN BANK: All students referred for service from schools or external sources
INFORMATION MAINTAINED: May include name & other personal data, description of behaviour and academic status, record of contact with other agencies, record of follow-up
PURPOSE: To document service and provide information for recommendations regarding counselling and educational placement
USERS: Director of Instruction, School Counsellor
AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M60/94

DEPARTMENT: Education
TITLE: Cross Boundary Requests
LOCATION: School Board Office, schools
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Student name, grade, Parent/ Guardian name, address, contact information, catchment school, previous school
PURPOSE: Maintain a student list for enrolment/transfers to schools outside of individuals current catchment
USERS: Superintendent, Assistant Superintendent, Executive Assistant, School Administrator
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: File and/or Transcript Request Listing
LOCATION: School office
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, previous school, where PR cards and files are sent to and received from
PURPOSE: To track PR Cards and student files being requested
USERS: School Staff
AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M14/91

DEPARTMENT: Education
TITLE: First Nations Students Listings
LOCATION: AbEd department, MyEdBC database, AIMS database, 1701 report
INDIVIDUALS IN BANK: First Nations students
INFORMATION MAINTAINED: List of students claiming Aboriginal ancestry. Includes Name, PEN#, parent/guardian name, address, contact information, grade, gender, Band Name and ID.
PURPOSE: For administration of District Education Program, tracking of regular academic information and cultural interactions
USERS: District Principal, Teachers, AbEd workers, clerical, Superintendent of Schools

AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: FOCUSED Education Resources
LOCATION: District Data Center
INDIVIDUALS IN BANK: Parents, members of the public making suggestions requesting information or making complaints
INFORMATION MAINTAINED: May include name of the individual, telephone, email, address, subject and content of conversation, disposition of item (this information bank may not be organized or accessible by name or personal identifier)
PURPOSE: These records of contacts may be kept by employers to provide a record of service to the public and to facilitate action on the item
USERS: School staff member maintaining the record
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act Section 26

DEPARTMENT: Education
TITLE: Homestay Family Information
LOCATION: International Student Program office, True North database
INDIVIDUALS IN BANK: Applicants to participate as homestay families for students in the ISP program
INFORMATION MAINTAINED: Contact information such as address, phone number and email addresses as well as student (s) assigned.
PURPOSE: To communicate to the homestays from the program and schools
USERS: Managing Director ISP, Assistant for the program, Homestay Coordinators
AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M152/89, Freedom of Information and Protection of Privacy Act Section 26

DEPARTMENT: Education
TITLE: International Student Information, True North Database
LOCATION: International Student Program
INDIVIDUALS IN BANK: Applicants to participate as students in the program
INFORMATION MAINTAINED: Application form, marks from previous schools, travel information, copies of passport/visa, notes re medical or

other special situations, correspondence with parents, fees and accounting, all other documentation of significant education items of students

PURPOSE: Consideration of suitability for acceptance; monitoring of student progress; discussion of student renewal in the program year by year

USERS: Managing Director ISP, Assistant for the program, Home Stay Coordinators, International Counsellor, International Support Teacher

AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M152/89, Freedom of Information and Protection of Privacy Act Section 26

DEPARTMENT: Education

TITLE: ITA Agreement, Dual Credit Management System DCMS

LOCATION: Secondary school office

INDIVIDUALS IN BANK: Students, employers

INFORMATION MAINTAINED: Name, address, DOB, age, gender, phone#, email address parent/guardian, employer/sponsoring org., supervisor, address, bus. phone, WE and trades training institution data, TWID, ITA Sponsor number, hours student accrues, college marks

PURPOSE: Legal contract required for students working in the ITA programs (Work in Trades, Train in Trades, Explore Trades and Traders Sampler)

USERS: Administration, teachers, clerical

AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M237/11, Freedom of Information and Protection of Privacy Act section 26

DEPARTMENT: Education

TITLE: Library Database

LOCATION: School library, Follett Destiny

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Name, division, grade, gender, PEN number

PURPOSE: To sign out books

USERS: Staff

AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education

TITLE: List of ESL Students
LOCATION: MyEdBC,1701 reports
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Information includes student name and PEN number
PURPOSE: To identify ESL students for provision of service and Ministry funding purposes
USERS: Director of Instruction, district ESL teachers, learning integration teachers, administrators
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: Permanent Record Card (PR Cards)
LOCATION: Secondary school, school board office
INDIVIDUALS IN BANK: Current and previous students, unless otherwise requested by public school in B.C. (forwarded upon request for records)
INFORMATION MAINTAINED: Name, DOB, address, parents/guardians, attendance, grade, place of birth, phone #, ID #, schools attended, course grades/marks obtained
PURPOSE: To create a permanent student record
USERS: Administrators, teachers, counsellors, parents, legal firms, the individual
AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M082/09

DEPARTMENT: Education
TITLE: Public Contact Files
LOCATION: Schools, School Board Office
INDIVIDUALS IN BANK: Parents, members of the public making suggestions requesting information or making complaints
INFORMATION MAINTAINED: May include name of the individual, telephone, email, address, subject and content of conversation, disposition of item (this information bank may not be organized or accessible by name or personal identifier)
PURPOSE: These records of contacts may be kept by employers to provide a record of service to the public and to facilitate action on the item
USERS: School staff member maintaining the record
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act

Section 26

DEPARTMENT: Education
TITLE: Record of Special Needs Designations
LOCATION: MyEdBC database, 1701 reports
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name and PEN number, school, designation category
PURPOSE: To identify designated students for provision of service and Ministry funding purposes
USERS: Directors of Instruction, Psychologists, speech-language pathologists, Occupational and Physical Therapists, Administrators, Teachers
AUTHORITY FOR COLLECTION: School Act Section 79 and 168(2)(t), Ministerial Order M152/89 and M150/89

DEPARTMENT: Education
TITLE: School Field Trip Forms
LOCATION: School office / Sharepoint
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, address, contact information, medical information
PURPOSE: Parental permission students to participate in school field trips
USERS: Teachers, counsellors, administration, clerical
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: School Registration Forms
LOCATION: School office, MyEdBC
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, address, phone, gender, DOB, place of birth, parent/guardian's name/address, home/bus. Phone, email address, place of employment, Care Card number, citizenship, primary language spoken in home, heritage, prev. school, emergency contact, medical information, program info
PURPOSE: All information is transferred to Student Information System; forms are kept in a file for possible emergency situations or the late arrival program

USERS: Administrators, clerical, teachers, late arrival program (parents)
AUTHORITY FOR COLLECTION: School Act Section 79 and 168(2)(t), Ministerial Order M152/89

DEPARTMENT: District
TITLE: Staff Directory
LOCATION: All buildings/sites
INDIVIDUALS IN BANK: Staff
INFORMATION MAINTAINED: Name, phone or extension number, email address
PURPOSE: To enable staff to communicate with one another
USERS: Staff
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Education
TITLE: Strong Start and Strong Start Outreach
LOCATION: Strong Start Program, MyEdBC
INDIVIDUALS IN BANK: 0-5 year olds
INFORMATION MAINTAINED: Name, student ID, contact information
PURPOSE: Record registration and attendance of early learners in Strong Start Programs
USERS: MyEDBC, Strong Start Facilitators
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: Student Attendance Records
LOCATION: School office, classrooms, MyEdBC database
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, division, attendance
PURPOSE: To record day to day information and assignment grades
USERS: Administrators, Teachers, parents
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: Student Files
LOCATION: School office

INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Copies of registration, report cards, medical forms, correspondence, hearing/vision testing, behavior reports, IEP team meeting notes, IEP's all other documentation of significant education items of students.
PURPOSE: To create a central school record of student information
USERS: Administrators, school admin. assistants, teachers, counsellors
AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M638/95

DEPARTMENT: Education
TITLE: Student Incident Reports
LOCATION: Schools, School Board Office
INDIVIDUALS IN BANK: Students injured in any school or on district property
INFORMATION MAINTAINED: Name, address, phone, gender, age, parent's name, incident details, witness names, teacher names
PURPOSE: Record of incident
USERS: Secretary Treasurer, Executive Assistant to the Board and Senior Management, School Protections Program
AUTHORITY FOR COLLECTION: School Act Section 79 and 92. Order in Council OIC 344/11

DEPARTMENT: Education
TITLE: Student Information System - MyEdBC Database
LOCATION: MyEd BC servers
INDIVIDUALS IN BANK: Students and staff
INFORMATION MAINTAINED: Name, address, phone, email, medical info, gender, parent/guardian name employment and contact information, emergency contact, DOB, birth place, language, citizenship, aboriginal ancestry, attendance, course history/schedules/marks, homeroom, class lists, last school attended, year and grade, special needs designation data, IEP's,
PURPOSE: Various screens contain information for enrolment, attendance, marks, report cards, ministry reporting, scheduling, transferring/withdrawing students, special needs program administration, reports are generated for various uses
USERS: Administrators, clerical staff, teachers, counsellors, specialists, Technology department staff

AUTHORITY FOR COLLECTION: School Act Section 79, 81 and 168(2)(t), Ministerial Order M152/89

DEPARTMENT: Education
TITLE: Student Transcript
LOCATION: Secondary school offices/data warehouse, School Board Office
INDIVIDUALS IN BANK: Students who have graduated
INFORMATION MAINTAINED: Copy of Transcript of Grades issued by Ministry of Education containing student name, DOB, PEN, courses taken, examination marks and final letter grade, Permanent Record Cards
PURPOSE: Permanent record for school and district use and to enable future reference for the individuals
USERS: Graduated Students or students wishing to return to complete graduation courses elsewhere
AUTHORITY FOR COLLECTION: School Act Section 79 and 168(2)(t), Ministerial Order M152/89

DEPARTMENT: Education
TITLE: Suspensions of Students for Over 3 Days
LOCATION: Assistant Superintendent, student file, MyEdBC database
INDIVIDUALS IN BANK: Students receiving suspension
INFORMATION MAINTAINED: Letter of suspension put into the students' file information may include student name, PEN number, date and description of reason for suspension, administrator notes and/or recommendations, witness, teacher and/or counsellor reports or comments; minutes of meeting re: resolution/return to school plan and/or recommendations
PURPOSE: Report to Assistant Superintendent on monthly basis
USERS: Assistant Superintendent
AUTHORITY FOR COLLECTION: School Act Sections 79 and 81

DEPARTMENT: Education
TITLE: Suspensions of Students for Under 3 Days
LOCATION: Student file, MyEdBC database
INDIVIDUALS IN BANK: Students receiving suspensions under 3 days
INFORMATION MAINTAINED: Letter of suspension put into the students' file information

PURPOSE: may include student name, PEN number, date and description of reason for suspension, administrator notes
For record and historical purposes: trends, reasons, violence, locations

USERS: Administrators, Teachers, Counsellors

AUTHORITY FOR COLLECTION: School Act Sections 79 and 81

DEPARTMENT: Education

TITLE: **Teacher Daybooks**

LOCATION: Classrooms

INDIVIDUALS IN BANK: Students within classroom

INFORMATION MAINTAINED: Students for specific reminders and information

PURPOSE: Classroom teachers reminder/plan

USERS: Teachers

AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education

TITLE: **Teacher Evaluation**

LOCATION: School Board Office, personnel file

INDIVIDUALS IN BANK: All teachers who have been evaluated

INFORMATION MAINTAINED: Evaluation of teacher's teaching ability in a classroom situation

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

USERS: Administrator, Superintendent, Assistant Superintendent, Director of Instruction, the teacher

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Education

TITLE: **Teacher's Student Files**

LOCATION: Classrooms, school office, Multipro, MyEdBC

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Files can contain any or all of the following: work children have done during the year, test results, daily accomplishments, pictures, portfolio files, activity centers, birthdays

PURPOSE: To allow teacher to track student progress and to report

progress to parents, student
USERS: Teachers
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Education
TITLE: Volunteers/Volunteer Drivers
LOCATION: Schools, School Board Office, Filemaker Pro
INDIVIDUALS IN BANK: Parents, community members
INFORMATION MAINTAINED: Name, address, phone, registration and insurance vehicle information, criminal record checks
PURPOSE: To identify drivers for field trips, etc.
USERS: Administration, teachers, clerical staff
AUTHORITY FOR COLLECTION: School Act Section 7.1, Freedom on Information and Protection of Privacy Act section 26

DEPARTMENT: Education
TITLE: Volunteer Criminal Record Clearances
LOCATION: School Board Office
INDIVIDUALS IN BANK: Parents, community members
INFORMATION MAINTAINED: Name
PURPOSE: To identify volunteers cleared for field trips, etc.
USERS: Administration, teachers, clerical staff
AUTHORITY FOR COLLECTION: School Act Section 7.1, Freedom on Information and Protection of Privacy Act, Criminal Records Review Act

DEPARTMENT: Education
TITLE: Work Experience Agreement
LOCATION: Secondary school counselling office
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, address, DOB, PEN, age, gender, phone#, parent/guardian, employer/sponsoring org., supervisor, address, bus. phone, work experience data
PURPOSE: Legal contract required for work experience students
USERS: Administration, teachers, Career Program Assistant
AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M237/11

DEPARTMENT:	Education
TITLE:	Work Experience Database
LOCATION:	Career Education, WorkX (online platform)
INDIVIDUALS IN BANK:	Students, employers
INFORMATION MAINTAINED:	Name, address, DOB, age, gender, phone#, parent/guardian, PEN, employer/sponsoring org., supervisor, address, bus. phone, WE data
PURPOSE:	Used to place students on work experience and for tracking student's hours
USERS:	Teachers, Career Program Assistant
AUTHORITY FOR COLLECTION:	School Act Section 79, Ministerial Order M496/95M237/11

Finance

DEPARTMENT:	Finance
TITLE:	Accounts Receivable and Payable
LOCATION:	Accounting department, schools, Cayenta, storage area
INDIVIDUALS IN BANK:	Companies and Individuals
INFORMATION MAINTAINED:	Name, contact information, bank information
PURPOSE:	To conduct accounts payable and receivable transactions and to ensure accounts payable and receivable records are maintained accurately and consistently
USERS:	Secretary Treasurer, Accounting staff, clerical staff
AUTHORITY FOR COLLECTION:	School Act Section 15 (1)

DEPARTMENT:	Finance
TITLE:	Bequests and Donations
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Individuals, business, private and corporate donors
INFORMATION MAINTAINED:	Name, contact information, donation
PURPOSE:	To ensure that records of Bequests and donations are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act/CRA.
USERS:	Accounting Dept., Auditors and school based staff
AUTHORITY FOR COLLECTION:	School Act Section 15

DEPARTMENT: Finance
TITLE: Expense Payments to Employees
LOCATION: Accounting department, Cayenta
INDIVIDUALS IN BANK: All District Employees who have made travel or expense claims
INFORMATION MAINTAINED: Name, department, approved by, amount, reason
PURPOSE: Reporting to the Board payments to employees (paper copies are not filed in alpha order)
USERS: Accounting staff, Secretary Treasurer, Trustees, Public (Soba report)
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Finance
TITLE: Purchasing Card Lists and Logs
LOCATION: Accounting department, various sites, Cayenta, School Board Office vault, storage area and BOM databases
INDIVIDUALS IN BANK: All Employees issued a district purchasing card
INFORMATION MAINTAINED: Name, location, department, signatures and supervisor authorizations
PURPOSE: Maintain records and receipts for all purchasing card purchases
USERS: Secretary Treasurer, Accounting staff, clerical staff, the individuals
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Finance
TITLE: School Generated Funds
LOCATION: School office, Via accounting, MyEDBC
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Student name, parent name, contact information, fees levied, status of payment
PURPOSE: Record of school fees levied and status of
USERS: School Staff
AUTHORITY FOR COLLECTION: School Act Section 82

DEPARTMENT: Finance

TITLE:	Transportation Allowance Claims and Applications
LOCATION:	Accounting department
INDIVIDUALS IN BANK:	All students receiving Transportation Allowance
INFORMATION MAINTAINED:	Student name, parent/guardian address and contact information name & address of driver if different, school, dates transportation provided, amount of claim
PURPOSE:	Determine eligibility and authorize payment
USERS:	Secretary Treasurer, Finance staff, Senior Administrators
AUTHORITY FOR COLLECTION:	School Act Sections 79

Governance

DEPARTMENT:	Governance
TITLE:	Board of Education - Trustees List
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Trustees
INFORMATION MAINTAINED:	Name, address, contact information, liaison schools and committee
PURPOSE:	To publish a list of School Trustees and contact numbers
USERS:	Public, Executive Assistant, Secretary Treasurer
AUTHORITY FOR COLLECTION:	School Act Section 79

Human Resources/Payroll

DEPARTMENT:	Human Resource/Payroll
TITLE:	Annual Pension Reports
LOCATION:	Payroll department, Cayenta
INDIVIDUALS IN BANK:	All current employees and all former employees
INFORMATION MAINTAINED:	Information includes name, employee number, SIN, number of years of service, salary. Files are held in perpetuity in paper and electronic formats
PURPOSE:	To maintain all records as required for TPP and MPP pension purposes.
USERS:	Payroll department staff
AUTHORITY FOR COLLECTION:	School Act Section 15 (1)

DEPARTMENT: Human Resource /Payroll
TITLE: CUPE 788 Seniority List
LOCATION: Human Resources department, CUPE 788
INDIVIDUALS IN BANK: CUPE 788 employees
INFORMATION MAINTAINED: Seniority date, name, occupation
PURPOSE: To track seniority dates
USERS: Human Resources and Payroll staff, CUPE 788 employee group, Secretary Treasurer
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resources/Payroll
TITLE: Employee Benefit Programs
LOCATION: Payroll department, Cayenta
INDIVIDUALS IN BANK: All District Employees
INFORMATION MAINTAINED: Name, address, gender, SIN, group#, 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
PURPOSE: Current benefit records for employees and dependents, for payouts and monitoring of participants
USERS: Payroll staff, employees, Human Resources
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resources/Payroll
TITLE: Employee Personal Files
LOCATION: School Board Office, Payroll department, personal files
INDIVIDUALS IN BANK: District employees, former district employees
INFORMATION MAINTAINED: Information varies by employee group and may include: name, SIN, appointment letters, occupation, rate of pay, hours, pension information, correspondence, criminal record clearance
PURPOSE: Historical information sometimes required for pension
USERS: Payroll Department, Human Resources, Senior Administrators
AUTHORITY FOR COLLECTION: School Act Section 15 (1), Order in Council OIC 344/11

DEPARTMENT: Human Resource/Payroll
TITLE: Grievances, Arbitrations and Investigations
LOCATION: Human Resources department
INDIVIDUALS IN BANK: Teachers, CUPE 788, exempt staff
INFORMATION MAINTAINED: Name, contact information, details of individual grievances, arbitrations and investigations pertaining to the bargaining unit or exempt staff member
PURPOSE: Reference material and to maintain history on resolutions
USERS: Director of Instruction, Superintendent, Payroll Manager
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resource/Payroll
TITLE: Group Life Insurances
LOCATION: Payroll department, Cayenta
INDIVIDUALS IN BANK: All employees
INFORMATION MAINTAINED: Information includes name, address, contact information, employee number, SIN, salary, amount of coverage. This information is kept in separate files in a fire protected area.
PURPOSE: To maintain all records as required for group life insurance purposes.
USERS: Payroll department staff
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resources /Payroll
TITLE: HR Computer System-Cayenta
LOCATION: Human Resources department, Cayenta
INDIVIDUALS IN BANK: District employees, current and former
INFORMATION MAINTAINED: Name, address, SIN, DOB, seniority. Current/original hire/termination/increment date, gender, tax exempt, union/group membership, hours of work, cost code, pay category/rate, occupation, location, bank acct #, benefit participation/rates, ROE, leave/vac., WorksafeBC records
PURPOSE: To enable the production of salary and wage payments, payroll deductions and external (T-4, Record of Earnings), internal (costing and benefit administration) payroll reports
USERS: Payroll, Human Resources, Secretary Treasurer, Senior

Administration

AUTHORITY FOR COLLECTION: School Act Section 15

DEPARTMENT: Human Resource/Payroll
TITLE: Leave of Absence requests
LOCATION: Human Resources department, Central Dispatch, Cayenta
INDIVIDUALS IN BANK: All employees requesting leaves
INFORMATION MAINTAINED: Leave applications and approvals
PURPOSE: To track leaves, health and wellness concerns
USERS: Human Resources, individual's supervisors,
Superintendent, Central Dispatch
AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resources/Payroll
TITLE: Payroll Computer System-Cayenta
LOCATION: Payroll department
INDIVIDUALS IN BANK: District employees, current and former
INFORMATION MAINTAINED: Name, address, SIN, DOB, seniority. Current/original
hire/termination/increment date, gender, tax exempt,
union/group membership, hours of work, cost code, pay
category/rate, occupation, location, bank acct #, benefit
participation/rates, ROE, leave/vac., WorksafeBC records
PURPOSE: To enable the production of salary and wage payments,
payroll deductions and external (T-4, Record of Earnings),
internal (costing and benefit administration) payroll
reports
USERS: Payroll and HR staff
AUTHORITY FOR COLLECTION: School Act Section 15

DEPARTMENT: Human Resources/Payroll
TITLE: Payroll External Reports
LOCATION: Payroll department, Cayenta
INDIVIDUALS IN BANK: District employees
INFORMATION MAINTAINED: Name, address, SIN, occupation, dates worked, insurable
earnings, employee #, earnings, statutory & other
deductions, amount of pensionable service/salary, pension
contribution, contributable service

PURPOSE: To enable necessary external reporting including T4 and T4A income tax, record of earnings; requirements of other regulatory bodies including Annual Report to Pension Branch for Municipal and Teachers

USERS: Payroll staff, employees, CRA, EI, CPP, TPP, MPP

AUTHORITY FOR COLLECTION: School Act Sections 15 and 81

DEPARTMENT: Human Resource/Payroll

TITLE: Posting/Competition Files

LOCATION: Human Resources department, School Board Office

INDIVIDUALS IN BANK: Applicants for a specific posting

INFORMATION MAINTAINED: Job posting, applications including personal information such as name, resume, address, contact information, job status, work history, education, references, interview questions, notes, summary of applicants and the name of recommended candidate. Destroyed after 1 year

PURPOSE: Staffing

USERS: Director of Instruction, Human Resources, supervisors, Superintendent

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resources/Payroll

TITLE: Staff Files

LOCATION: District departments, schools

INDIVIDUALS IN BANK: Employees

INFORMATION MAINTAINED: May include employment related records such as evaluation reports and supporting documents, letters of commendation or complaint, education/leave schedules, etc.

PURPOSE: To provide a working file to enable supervisors to administer their area of responsibility

USERS: Supervisors, Human Resources, staff

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resource /Payroll

TITLE: Teacher-On-Call List

LOCATION: School Board Office, Human Resources department, Central Dispatch, Cayenta

INDIVIDUALS IN BANK: Teachers-on call sorted alphabetically by entire list, by subject areas and by grade levels

INFORMATION MAINTAINED: Name, address, contact information, pay category & years of experience, grade levels & subject area qualifications

PURPOSE: Distributed to teachers for preferences

USERS: Human Resources, administrators, teachers, Central Dispatch

AUTHORITY FOR COLLECTION: School Act section 15 (1)

DEPARTMENT: Human Resources/Payroll

TITLE: Teacher Database for CEF Remedy

LOCATION: Human Resources department, Cayenta

INDIVIDUALS IN BANK: Teachers

INFORMATION MAINTAINED: Name, SIN, address, current class configuration, remedy calculation

PURPOSE: To enable the production of the calculation of remedy owed to the teacher under the current provincial collective agreement with regard to class size and composition. Information is compiled from the Cayenta and MyEdBC databases

USERS: Payroll, Human Resources

AUTHORITY FOR COLLECTION: School Act Section 15, School Act Regulation BC Reg 52/12

DEPARTMENT: Human Resource /Payroll

TITLE: Teacher Seniority List (G.I.T.A.)

LOCATION: Human Resources department, database

INDIVIDUALS IN BANK: GITA continuing employees

INFORMATION MAINTAINED: Name, seniority date

PURPOSE: To track seniority dates and used to fill open assignments as per the GITA contract.

USERS: Human Resources and Payroll staff, GITA employee group, Administrators, Superintendent

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

DEPARTMENT: Human Resource /Payroll

TITLE:	Unsolicited Applications
LOCATION:	Human Resources department
INDIVIDUALS IN BANK:	People applying for work with Board
INFORMATION MAINTAINED:	Individual's application forms, resumes, may contain name, address and contact information. Files are kept for 1 year and then destroyed.
PURPOSE:	Should a vacancy occur that cannot be filled internally, the applications may be reviewed for a suitable candidate
USERS:	Director of Instruction, Executive Assistant
AUTHORITY FOR COLLECTION:	School Act Section 15 (1)

Operations

DEPARTMENT:	Operation
TITLE:	Alarm Usage Password List
LOCATION:	Maintenance department
INDIVIDUALS IN BANK:	Staff requiring access to armed buildings
PURPOSE:	Adding/removing access to building sites.
INFORMATION MAINTAINED:	Staff name, access code
USERS:	Director of Facilities and Transportation, Supervisor of Building Service Workers
AUTHORITY FOR COLLECTION:	School Act Section 79, Freedom of Information and Protection of

DEPARTMENT:	Operations
TITLE:	Bus Routes/Schedules
LOCATION:	Transportation department, MyEdBC
INDIVIDUALS IN BANK:	Students receiving bus service
INFORMATION MAINTAINED:	Student Name, address, parent/guardian name, contact information, pick up/drop off schedule, route/bus number, health concerns; sorted alphabetically and by route
PURPOSE:	Access to names and schedules for planning and emergency contact
USERS:	Bus drivers, Director of Facilities & Transportation, Plant Services Admin Assistant
AUTHORITY FOR COLLECTION:	School Act Section 79, Freedom of Information and

Protection of Privacy Act Section 26

DEPARTMENT: Operations
TITLE: ebase - Bookings
LOCATION: Operations software / ebase Canadian data centres
INDIVIDUALS IN BANK: Public /individuals wishing to book use of facilities
INFORMATION MAINTAINED: User profile information (name, address, email, credit card, payment details, phone numbers); rental activity/history
PURPOSE: For administration and management of facilities use (bookings)
USERS: Plant services/transportation administrative staff; DMS Technologies Inc. (dba ebasefm)
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act Sec. 26

DEPARTMENT: Operations
TITLE: Insurance Incident Reports
LOCATION: School Board Office, schools, maintenance department
INDIVIDUALS IN BANK: Public injured at any school or district property
INFORMATION MAINTAINED: Name, address, age, gender, status, description and nature of injury and treatment
PURPOSE: To provide detailed record of accident at school for the School District and schools protection program
USERS: Executive Assistant to the Secretary Treasurer, SPP, Risk Management Branch, Health, Safety and Wellness Officer
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Operations
TITLE: Internal District Server
LOCATION: District Data Centre, Microsoft Canada
INDIVIDUALS IN BANK: All employees and individuals on contract
INFORMATION MAINTAINED: Name, title, email address, union affiliation
PURPOSE: Email login
USERS: Director of Instruction, IT department
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act section 26

DEPARTMENT: Operations
TITLE: IncidentIQ- Ticketing Software
LOCATION: District software
INDIVIDUALS IN BANK: All District Employees who have filed a tech order
INFORMATION MAINTAINED: Name, school or work location, details of problem or service requested
PURPOSE: Track service requests for Technology department
USERS: All staff
AUTHORITY FOR COLLECTION: School Act Sections 15

DEPARTMENT: Operations
TITLE: School and Field Rentals/Bookings
LOCATION: Maintenance department, database
INDIVIDUALS IN BANK: Contact person for groups using school district fields and buildings during and after school hours
INFORMATION MAINTAINED: Name, address, contact information
PURPOSE: Identification of responsible person(s) for contact purposes
USERS: Plant Services Administrative Assistant, Building Service Worker Supervisor, Central Dispatch
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act section 26

DEPARTMENT: Operations
TITLE: School Bus Behaviour Reports/Log
LOCATION: Schools, Transportation department
INDIVIDUALS IN BANK: Students who have received Behaviour Reports from bus driver
INFORMATION MAINTAINED: Name, school, reason report issued
PURPOSE: To monitor student's unsafe behaviour and bus suspensions
USERS: Director of Facilities & Transportation, Bus Driver, Administrators, teachers (due to behavioral issue)
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Operations

TITLE: Tenders, Contracts and Agreements
LOCATION: School Board Office, Plant Services
INDIVIDUALS IN BANK: Successful and unsuccessful bidders
INFORMATION MAINTAINED: Name, contact information, correspondence, tender packages
PURPOSE: Documentation involving accountability with the tender process
USERS: Secretary Treasurer, Director of Facilities and Transportation, Executive Assistant to the Secretary Treasurer,
AUTHORITY FOR COLLECTION: School Act Section 79

DEPARTMENT: Operations
TITLE: WorksafeBC
LOCATION: Maintenance department, School Board Office, electronic files/database, Cayenta
INDIVIDUALS IN BANK: All District Employees with WorksafeBC claims or incidents
INFORMATION MAINTAINED: Name, address, contact information, supervisor, injury date/type, attending First Aid report and name, physician
PURPOSE: To track WorksafeBC and safety incidents, claims and progress
USERS: Health, Safety and Wellness Officer, SD 64, WorksafeBC
AUTHORITY FOR COLLECTION: School Act Section 15 (1), Order in Council OIC 344/11