



# SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

## DIRECTORY OF PERSONAL INFORMATION BANKS

Maintained by School District No. 5 (Southeast Kootenay)

The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of School District 5 (Southeast Kootenay) and to assist the public in identifying the location of personal information about them held by the School District. It is produced and maintained by the Office of the Secretary Treasurer. For more information, please contact Nick Taylor, Secretary Treasurer, by email [nick.taylor@sd5.bc.ca](mailto:nick.taylor@sd5.bc.ca) or by phone (250) 426-4201.

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



# Personal Information Data Banks

February 2024

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# Personal Information Data Banks

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<b>Location</b>	Physical site or sites at which the records are kept. Note that not all similar locations (ie departments, schools) may necessarily maintain any specific bank.
<b>Department</b>	The organizational unit or units with responsibility for custody of the records.
<b>Individuals</b>	The information whom the information is about.
<b>Information</b>	Description of the type of information.
<b>Purpose</b>	The reason the information is collected and required.
<b>Users</b>	Self-explanatory.
<b>Authority for Collection</b>	Any collection of personal information must be authorized by the <i>Freedom of Information and the Protection of Privacy Act</i> . 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 of BC.

**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 the authority for collection and be provided with an appropriate person within the organization (School District) to contact.



## Title: Accounts Payable Vendor Profiles – Accounting System

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Company name, name, employee number (if applicable), address, contact phone numbers, fax numbers, banking information (if provided)
<b>Individuals:</b>	Employees, vendors/suppliers
<b>Use:</b>	To provide a means of paying vendors or employees for expenses owing
<b>Users:</b>	Accounts Payable, Secretary Treasurer, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Accounts Receivable Vendor Profiles – Accounting System

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Company name, name, employee number (if applicable), address, contact phone numbers, fax numbers, banking information (if provided)
<b>Individuals:</b>	Employees, vendors/suppliers
<b>Use:</b>	To provide a means of billing organizations, groups, persons, etc. for costs owing to the District
<b>Users:</b>	Accounts Receivable, Secretary Treasurer, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



Title: Alarm Code List

<b>Department:</b>	General
<b>Location:</b>	District Office
<b>Information:</b>	Name, Alarm Code
<b>Individuals:</b>	Staff, Contractors (as required)
<b>Use:</b>	To maintain an internal list of persons who have been assigned alarm codes for school facilities
<b>Users:</b>	Manager of Operations
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

Title: Community Use of School Facilities User Agreements

<b>Department:</b>	General
<b>Location:</b>	District Office
<b>Information:</b>	Name of renting organization, name of authorized representative, address, contact information
<b>Individuals:</b>	Community users of school facilities (non-profits, for profits, etc.)
<b>Use:</b>	To track and manage community use of school facilities including, if applicable, insurance requirements, billing, etc.
<b>Users:</b>	Secretary Treasurer, Executive Assistant, Receptionist
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Criminal Record Check Forms

<b>Department:</b>	All
<b>Location:</b>	District Office, Elementary and Secondary Schools, District Departments
<b>Information:</b>	Name, Address, Summarization of Criminal Record Check
<b>Individuals:</b>	School District Employees, Parent Volunteers
<b>Use:</b>	To record Criminal Record Check results for all persons working with students in the School District
<b>Users:</b>	School Based Staff, District Office Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: CUPE Casual Call Out

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office, Schools
<b>Information:</b>	Name, work location(s), classification (position), seniority status, seniority date (if relevant), and phone number.
<b>Individuals:</b>	Employees part-time and casual employees
<b>Use:</b>	Human Resources Staff in order to contact and secure part time employees and/or casual employees as replacements for various leaves of absence. Call-out list ensures compliance with Collective Agreement
<b>Users:</b>	Human Resources
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>





## Title: CUPE Job Postings

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Name, seniority status and seniority date
<b>Individuals:</b>	CUPE employees who applied for CUPE postings
<b>Use:</b>	To track member applications and seniority as apply to awarding or denying CUPE positions in accordance with the Collective Agreement
<b>Users:</b>	Human Resources
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Driver's Abstracts

<b>Department:</b>	All
<b>Location:</b>	District Office, Elementary and Secondary Schools, District Departments
<b>Information:</b>	Name, Address, Height, Weight, Eye Colour, Hair Colour, Drivers Licence number, Class, Date of Birth, Driving Violations, Driving Prohibitions or Suspensions, Original date of issue and expiry date
<b>Individuals:</b>	Volunteer Drivers, School District Employees who drive as part of their employment
<b>Use:</b>	To record driving records for all parent volunteers who drive students and school district employees that drive as part of their employment and ensure that they pass the requirements for their respective driving tasks
<b>Users:</b>	District Office Staff, School Based Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



# Personal Information Data Banks

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## Title: Employee Files

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Includes employment related records as applicable including resume, appointment letters or contracts, training and Education certificates, performance evaluations, letters of commendation, direction, discipline, extended leave of absence records.
<b>Individuals:</b>	Employees
<b>Use:</b>	To maintain information as relates to employment.
<b>Users:</b>	Human Resources, Superintendent, Secretary-Treasurer, Payroll & Benefits
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act, ESA</i>

## Title: Employee Files Archived

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	May include employment related records including employment history, payroll records, leave of absence records, benefits and pension records, etc.
<b>Individuals:</b>	Former employees
<b>Use:</b>	To provide for a historical and archival record of former School District employees.
<b>Users:</b>	Human Resources, Payroll & Benefits
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Exchange Server Management System

<b>Department:</b>	General
<b>Location:</b>	District Office
<b>Information:</b>	First name, last name, district email address
<b>Individuals:</b>	Employees
<b>Use:</b>	To track and manage the assignment of district user accounts (email)
<b>Users:</b>	IT Manager
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Grievance Files

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Current and former employees
<b>Individuals:</b>	Employees
<b>Use:</b>	To document union grievances and resolutions relating to collective agreement administration, discipline, or other workplace matters.
<b>Users:</b>	Human Resources, Superintendent
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



# Personal Information Data Banks

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## Title: Human Resources Information System (Powerschool/SRB)

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office, Schools
<b>Information:</b>	Name, employee number, address, contact numbers, SIN, DOB, employment history (date of hire, leaves, termination, etc.), position/assignment, pay rate, vacation and sick accrual, incrementing, evaluations, criminal record clearance, certificates, etc.
<b>Individuals:</b>	Employees (current and former)
<b>Use:</b>	Electronic system for managing employment related matters including production of payroll, deductions, accruals, budgeting, external reporting (i.e. EDAS), T4's, position master, replacement availability reports, etc.
<b>Users:</b>	Human Resources, Superintendent, Assistant Secretary Treasurer, Payroll & Benefits
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: KEV School Cash Management

<b>Department:</b>	Finance
<b>Location:</b>	District Office, Elementary and Secondary Schools. Digital Location is in Ontario
<b>Information:</b>	Student demographic information including name, birthdate, grade school, course information. Parent information including name, contact information and payment information (for online payment)
<b>Individuals:</b>	Individuals for which a receipt for money is collected or a cheque for money was issued, e.g. students, Staff, parents, companies, community members
<b>Use:</b>	Bookkeeping system for schools. Tracks the flow of monetary transactions throughout the school organization and facilitates the reporting as required by statute and policy. Facilitates the optional online payment process for parents.
<b>Users:</b>	District Office Staff, School Based Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Key Assignment

<b>Department:</b>	General
<b>Location:</b>	District Office
<b>Information:</b>	Name, Key Assignment
<b>Individuals:</b>	Staff, RCMP, Contractors (as required)
<b>Use:</b>	To maintain a list of persons who have been assigned a key(s) for school facilities access and to which facilities the key is authorized
<b>Users:</b>	Manager of Operations
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Leave of Absence Records

<b>Department:</b>	Human Resources, Finance
<b>Location:</b>	District Office
<b>Information:</b>	Requests, approvals, reasons, and days of absence.
<b>Individuals:</b>	Employees
<b>Use:</b>	A system to manage leave requirements for Staff including required replacement. To manage/track absence entitlements (i.e. sick, discretionary, union leave, etc.), to provide record for payment of replacement Staff. To track extra time for Staff includin
<b>Users:</b>	Administration, Secretaries, Human Resources, Payroll & Benefits
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



# Personal Information Data Banks

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## Title: Mailing Lists

<b>Department:</b>	Education
<b>Location:</b>	District Office, Elementary and Secondary Schools, Parent Advisories
<b>Information:</b>	Name, address, telephone and email. May contain employment information
<b>Individuals:</b>	Individuals receiving correspondence, information or publications
<b>Use:</b>	Email or mailing information or publications to interested individuals
<b>Users:</b>	District Office Staff, School Based Staff, Parent Advisories
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Master Card Holders

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Name, DOB, Address (if provided)
<b>Individuals:</b>	Staff who hold District authorized Master Cards
<b>Use:</b>	To keep a list of Staff who have District authorized Master Cards
<b>Users:</b>	Secretary Treasurer, Finance Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



**Title: Payroll Employee Files**

<b>Department:</b>	Human Resources, Finance
<b>Location:</b>	District Office
<b>Information:</b>	Includes payroll records as applicable including income tax forms, wage rates, benefits enrollment, benefits deductions, hours worked, vacation information, pension documents, membership enrollment, accruals, experience recognition, etc.
<b>Individuals:</b>	Employees
<b>Use:</b>	To maintain payroll information as relates to employment.
<b>Users:</b>	Payroll & Benefits Manager, Secretary Treasurer
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act, ESA</i>

**Title: Payroll Timesheets**

<b>Department:</b>	Human Resources, Finance
<b>Location:</b>	District Office
<b>Information:</b>	Time worked as extra time for regular or temporary employees or to record time work for casual employees
<b>Individuals:</b>	Employees
<b>Use:</b>	A manual reporting system for employees to track hours worked to support payroll processing
<b>Users:</b>	Administrators, Supervisors, Payroll & Benefits, Employees
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Phone Directory

<b>Department:</b>	General
<b>Location:</b>	District Office
<b>Information:</b>	Name, work location, internal phone extension
<b>Individuals:</b>	Employees
<b>Use:</b>	To enable Staff to communicate with one another and to enable the public to contact District employees that have been assigned a phone extension
<b>Users:</b>	IT Manager, Employees
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Record of Remittance

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Record of payroll deductions including employee and employer portions and applicable remittances to benefits providers including applicable association dues or certificate fees.
<b>Individuals:</b>	Employees
<b>Use:</b>	To track payments for benefits programs, membership dues, certificate fees, etc.
<b>Users:</b>	Payroll & Benefits Manager
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act, ESA</i>





**Title: School District Statement of Financial Information (SOFI)**

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Salary, benefits, and travel (Total Compensation) for Senior Staff
<b>Individuals:</b>	Senior Staff
<b>Use:</b>	Statements of financial information in accordance with the Financial Information Act
<b>Users:</b>	Superintendent, Secretary Treasurer, Minister of Finance
<b>Legal Authority:</b>	<i>Financial Information Act</i>

**Title: Seniority List CUPE Local 4165**

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Name, status, seniority date(s), classification(s), vacation entitlement date, etc.
<b>Individuals:</b>	Employees – CUPE Staff
<b>Use:</b>	To track seniority in accordance with the Collective Agreement
<b>Users:</b>	Human Resources, Superintendent, Union Representative(s), Payroll & Benefits Coordinator, CUPE Employees
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Seniority List Teaching Staff

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Name, contract status, employment history, leaves, experience recognition, etc.
<b>Individuals:</b>	Employees – Teaching Staff eligible for seniority
<b>Use:</b>	To track seniority in accordance with the Collective Agreement
<b>Users:</b>	Human Resources, Superintendent, Union Representative(s), Payroll & Benefits Coordinator, Employees
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Solicited Job Applications

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office or Schools (dependent on position being recruited and the phase of the recruitment process)
<b>Information:</b>	Individuals application, resume, CV, template forms
<b>Individuals:</b>	Prospective Employees
<b>Use:</b>	Recruitment and selection. Unsuccessful applicant files are destroyed after 1 year.
<b>Users:</b>	Human Resources, Superintendent, Director of Learning, School Secretaries, Administrators
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



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## Title: Staff Directories

<b>Department:</b>	All
<b>Location:</b>	District Office, Elementary and Secondary Schools
<b>Information:</b>	Name, work location, assignment FTE or hours, contract status (i.e. TEMP)
<b>Individuals:</b>	District Office Staff and School Based Staff
<b>Use:</b>	Staffing, budgeting, communication
<b>Users:</b>	Superintendent, Administrators, Executive Assistants, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Staffing List

<b>Department:</b>	All
<b>Location:</b>	District Office
<b>Information:</b>	Name, work location, assignment FTE or hours, contract status (i.e. TEMP)
<b>Individuals:</b>	Employees
<b>Use:</b>	Staffing, budgeting, communication
<b>Users:</b>	Superintendent, Administrators, Executive Assistant, School Secretary
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Student Aboriginal Education Permission Forms

<b>Department:</b>	Education
<b>Location:</b>	AESW Office
<b>Information:</b>	Name, School, Gender, Grade, DOB, Address, Phone Number, Custodial information, ELL status, Aboriginal Ancestry, Contact information
<b>Individuals:</b>	Students
<b>Use:</b>	To accurately record information for students identified as First Nations to support the Aboriginal Education Department in implementing programming
<b>Users:</b>	District Aboriginal Support Services Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Aboriginal Information Management System (AIMS)

<b>Department:</b>	Education
<b>Location:</b>	AESW Office, District Office
<b>Information:</b>	Name, School, Gender, Grade, DOB, Address, Phone Number, Custodial information, Aboriginal Ancestry, ELL, Contact information
<b>Individuals:</b>	Students
<b>Use:</b>	To accurately record information for students identified as First Nations to support the Aboriginal Education Department
<b>Users:</b>	District Aboriginal Support Services Staff, Aboriginal Support Workers
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



## Title: Student Administration of Student Medication

<b>Department:</b>	Education
<b>Location:</b>	Elementary and Secondary Schools, District Departments
<b>Information:</b>	Name, DOB, Phone, Parent Name, Medical Condition, Medication Information
<b>Individuals:</b>	Students
<b>Use:</b>	To ensure proper protocols are followed in the administration of medication
<b>Users:</b>	District Office Staff, School Based Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Student Assessment Data

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	FSA and District Assessment (Numeracy, Reading, EPRA, DART) results including student name, PEN, score achieved. Results that are shared externally are overall results that do not identify individual results.
<b>Individuals:</b>	Students
<b>Use:</b>	The FSA provides a “snapshot” of how well BC students are doing in key foundational areas. The results help answer important questions, such as: (1) Are all students learning vital skills they will need in school and in life? (2) Is student achievement im
<b>Users:</b>	Administrators, Superintendent, Director of Learning
<b>Legal Authority:</b>	<i>School Act , The Freedom of Information and Protection of Privacy Act , Ministerial Order</i>



## Title: Student Attendance Reports

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Information is maintained for current school year only. Name of student, grade, and attendance
<b>Individuals:</b>	Students
<b>Use:</b>	To track attendance, to ensure safety in the event of an emergency.
<b>Users:</b>	Administrator, Teachers, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Student Bus Behaviour Reports

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	Name of student, school
<b>Individuals:</b>	Students
<b>Use:</b>	To identify inappropriate student conduct on school busses and provide a reporting mechanism for drivers to report inappropriate student behaviour.
<b>Users:</b>	Administrators, Manager of Operations and Transportation
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Student Bus Transportation Forms

<b>Department:</b>	Education
<b>Location:</b>	District Office/School Office
<b>Information:</b>	Name, grade, address of bus stop, contact numbers for parents, medical alerts
<b>Individuals:</b>	Students
<b>Use:</b>	Transportation requirements, bus stops (stop #, address), safety notes, and contact numbers including emergency contact in the event of bussing concerns. Lists are created for the current school year and destroyed at the end of the school year.
<b>Users:</b>	Administrators, School Secretaries, Executive Assistant, Bus Drivers
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Bus Transportation Registrations

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	Completed registration form approving student to ride a specific school bus or different bus routes. Includes name, grade, address of bus stop, contact numbers for parents, medical alerts
<b>Individuals:</b>	Students
<b>Use:</b>	To confirm parent approval for riding a school bus.
<b>Users:</b>	Administrators, School Secretaries, Executive Assistant, Bus Drivers
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



## Title: Student Computer Use Agreements

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Student name, parent or guardian name,
<b>Individuals:</b>	Students, Staff
<b>Use:</b>	To ensure all site computer users read and acknowledge regulations associated with use of Educational Internet Service
<b>Users:</b>	Administrators, School Secretaries, Teachers, Education Assistants, IT Manager
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Confidential Files

<b>Department:</b>	Education
<b>Location:</b>	Elementary and Secondary Schools, District Departments
<b>Information:</b>	Information of a highly sensitive nature including notes and observation which are prepared for exclusive use of a teacher or principal.
<b>Individuals:</b>	Students
<b>Use:</b>	To maintain a record of pertinent information to students, student learning, and individualized learning
<b>Users:</b>	Administrators, School Counsellor, Teachers, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, Speech Language Therapist, etc.), Director of Learning
<b>Legal Authority:</b>	<i>School Act, Ministerial Order, The Freedom of Information and Protection of Privacy Act</i>





## Title: Student Course Selection Forms

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Name of student, PEN, courses requested
<b>Individuals:</b>	Students
<b>Use:</b>	Timetabling
<b>Users:</b>	Administrators, School Counsellor, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Cumulative File

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Copies of report cards, psychoeducational testing, relevant correspondence, documentation of significant education items of students, guardianship info, residency, discipline slips, bussing discipline slips, Aboriginal documentation, suspension letters
<b>Individuals:</b>	Students
<b>Use:</b>	To create a central school record of student information
<b>Users:</b>	Administrators, School Counsellor, Teachers, School Secretaries, Education Assistants, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, Speech Language Therapist, etc.), Director of Learning
<b>Legal Authority:</b>	<i>School Act , Ministerial Order, The Freedom of Information and Protection of Privacy Act</i>



## Title: Student Education Development Instrument (EDI) Database

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	Name, School, Homeroom, PEN Number, Gender, DOB, Aboriginal Ancestry, Postal Code
<b>Individuals:</b>	Students
<b>Use:</b>	To record and track provincial trends through Kindergarten assessment in regards to the vulnerabilities that students are sharing with school with through the UBC EDI
<b>Users:</b>	District Support Services Staff, School Based Staff
<b>Legal Authority:</b>	<i>The School Act</i>

## Title: Student Emergency Contact Lists (paper)

<b>Department:</b>	Education
<b>Location:</b>	School Office, school classrooms with Emergency Information (i.e. fire drill boards)
<b>Information:</b>	Name, School, Gender, Grade, DOB, Address, Phone Number, Parent/Guardian/Custodial information
<b>Individuals:</b>	Students, parents, personal contacts
<b>Use:</b>	Parent contact for safety reasons in case of emergency such as fire or lockdown
<b>Users:</b>	School District Staff, School Administrators, Secretarial Staff
<b>Legal Authority:</b>	<i>The School Act</i>



## Title: Student Field Trip Permission Forms - including Youth Safe Outdoors

<b>Department:</b>	Education
<b>Location:</b>	Elementary and Secondary Schools
<b>Information:</b>	Name, School, Gender, Grade, DOB, Address, Phone Number, Medical information, Parent/Guardian/Custodial information
<b>Individuals:</b>	Students
<b>Use:</b>	To confirm parental consent for field trips, provide awareness of school activities, safety of students on trips, generate an attendance register, etc.
<b>Users:</b>	District Staff, Teachers, Administrators, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Files (Teacher/Classroom)

<b>Department:</b>	Education
<b>Location:</b>	Classroom
<b>Information:</b>	Work completed by students, test results, daily accomplishments, goals, portfolios, activity centres, birthdays, etc.
<b>Individuals:</b>	Students
<b>Use:</b>	To track student progress and individualized learning
<b>Users:</b>	Teachers, Administrators, School Secretaries, Students
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act , School Act</i>



## Title: Student Incident Reports

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Name of student, age, sex, address, contact info, details of incident, witness names, etc.
<b>Individuals:</b>	Students
<b>Use:</b>	Safety – to record incident
<b>Users:</b>	Administrators, School Secretaries, Teachers, District Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Library Database - Destiny

<b>Department:</b>	Education
<b>Location:</b>	District Technology Office, Secondary and Elementary Schools
<b>Information:</b>	Name, Grade, Pupil Number, School Name, Homeroom
<b>Individuals:</b>	Students, parents, Staff
<b>Use:</b>	Keep accurate student information in Destiny and to record student use of library resources
<b>Users:</b>	District Technology Office Staff, Secondary and Elementary Library Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Student Locker Lists

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Student names, locker numbers, lock combinations, fees paid for lock rental
<b>Individuals:</b>	Students
<b>Use:</b>	To record students who make use of school lockers
<b>Users:</b>	Administrators, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Media Consent Forms

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Information is maintained for current year only and then destroyed. Student name, parent name, parent contact number
<b>Individuals:</b>	Students
<b>Use:</b>	Parental consent for media relations
<b>Users:</b>	School Secretaries, Teachers
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



## Title: Student Medical Alert and Medication Lists

<b>Department:</b>	Education
<b>Location:</b>	District Office, Elementary and Secondary Schools, District Departments
<b>Information:</b>	Name of students, type of medication, dosage requirements
<b>Individuals:</b>	Students
<b>Use:</b>	Safety
<b>Users:</b>	Administrators, Teachers, Education Assistants, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act, Ministerial Order</i>

## Title: Student Permanent Record (PSR)

<b>Department:</b>	Education
<b>Location:</b>	District Office, School Office
<b>Information:</b>	Name, DOB, address, parents/guardians, attendance, school grade, place of birth, phone number, PEN, courses and grades.
<b>Individuals:</b>	Students
<b>Use:</b>	To create a permanent student record
<b>Users:</b>	School Secretaries, Executive Assistant
<b>Legal Authority:</b>	<i>School Act</i>



## Title: Student Personal Education Number (PEN) List

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Name of student, PEN, DOB, gender, local
<b>Individuals:</b>	Students
<b>Use:</b>	PEN lists are only printed when required for purposes such as data collection (FSA, District Assessments, etc.). Lists are destroyed after use
<b>Users:</b>	Administrators, School Counsellor, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Records MyEducationBC

<b>Department:</b>	Education
<b>Location:</b>	District Office, Elementary and Secondary Schools
<b>Information:</b>	Name, address, phone, medical info, bussing info, DOB, birth place, residency, citizenship, aboriginal status, attendance, course history/schedules/marks, last school attended, year and program, special needs designation data, parent information, parent p
<b>Individuals:</b>	Students, parents, personal contacts
<b>Use:</b>	Information for enrollment, attendance, marks, report cards, ministry reporting, scheduling, transferring, withdrawing, student fees, bussing, special needs program administration, assessment record(s), reports that are generated for various uses, contact
<b>Users:</b>	Administrators, Director of Learning, Secretaries, Teachers
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act , School Act, Ministerial Order</i>



## Title: Student Release of Personal Information Forms (FIPPA)

<b>Department:</b>	Education
<b>Location:</b>	District Office, Elementary and Secondary Schools
<b>Information:</b>	Name, School, Gender, Grade, DOB, Address, Phone Number, Parent/Guardian/Custodial information
<b>Individuals:</b>	Students
<b>Use:</b>	To allow the release of information to school and district users as well as Parent Advisories
<b>Users:</b>	District Office Staff, School Office Staff, Parent Advisory Councils
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Student Scholarship

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	Student name, phone number, address, scholarship application and supporting documents (per scholarship criteria)
<b>Individuals:</b>	Students applying for scholarships
<b>Use:</b>	For the scholarship committee to review and consider in order to award scholarships. Files are destroyed 1 year after scholarships have been awarded
<b>Users:</b>	Executive Assistant, Scholarship Committee, Secondary Schools
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>





## Title: Student Special Education Files

<b>Department:</b>	Education
<b>Location:</b>	School Office, Special Education Office, District Office
<b>Information:</b>	Copies of report cards, psychoeducation testing, relevant correspondence, documentation of significant Education items of students, work samples, referrals guardianship info, residency.
<b>Individuals:</b>	Students
<b>Use:</b>	To provide clear and concise program direction to education Staff for special education students
<b>Users:</b>	District Principal, School Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Student Special Education Requests for Services

<b>Department:</b>	Education
<b>Location:</b>	District Office, Elementary and Secondary Schools
<b>Information:</b>	Name, address, date of birth, email, grade, assessment information, diagnostic testing results and interpretation
<b>Individuals:</b>	Students requiring special education programming within the district
<b>Use:</b>	To request permission for services such as psychoeducational testing, Speech Language Pathologist, Hearing Resources, etc.
<b>Users:</b>	District Staff, School Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act, Ministerial Order</i>



## Title: Student Special Education Student File Archives

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	Copies of report cards, psychoeducation testing, relevant correspondence, documentation of significant education items of students, guardianship info, residency
<b>Individuals:</b>	Former Student IEP's
<b>Use:</b>	To maintain a historical record of Special Education files
<b>Users:</b>	Director of Learning, Executive Assistant
<b>Legal Authority:</b>	<i>Ministerial Order, the Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Student Suspension Letters

<b>Department:</b>	Education
<b>Location:</b>	District Office, School Office
<b>Information:</b>	Name of student, number of days suspended, reason for suspension
<b>Individuals:</b>	Students
<b>Use:</b>	To track yearly stats to report to the Board, to identify trends, reasons, violence, school incidents. District records are destroyed after two years.
<b>Users:</b>	Superintendent, Director of Learning, Board of Education, Executive Assistant
<b>Legal Authority:</b>	<i>School Act</i>



## Title: Student Timetables

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Name of student, class assignments per block and per semester
<b>Individuals:</b>	Secondary Students
<b>Use:</b>	To record student timetables
<b>Users:</b>	Administrators, School Secretaries, Teachers and Education Assistants
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

## Title: Student Transfer or Withdrawal Spreadsheet/List

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Name, address, phone, DOB, grade, sex, present grade or program, reason for withdrawal or transfer, most current PR card
<b>Individuals:</b>	Students
<b>Use:</b>	Student records – to track transfers or withdrawals of students and the reason for the transfer or withdrawal if available. To record the release of records as authorized.
<b>Users:</b>	School Secretaries
<b>Legal Authority:</b>	<i>School Act, Ministerial Order</i>



## Title: Student Verification Forms

<b>Department:</b>	Education
<b>Location:</b>	School Office
<b>Information:</b>	Name, address, phone, medical info, bussing info, DOB, birth place, residency, citizenship, aboriginal status, parent information, parent places of work, emergency contacts, sibling connections, doctor or dentist info, medical – allergies, legal alerts, e
<b>Individuals:</b>	Students
<b>Use:</b>	To provide manual access to important student information. Photos in case of emergency (i.e. RCMP)
<b>Users:</b>	Administrator, School Secretaries
<b>Legal Authority:</b>	<i>School Act, Ministerial Order</i>

## Title: Student Work Experience Agreements

<b>Department:</b>	Education
<b>Location:</b>	School Counsellors Office
<b>Information:</b>	Name of student, parent/guardian information, employer information
<b>Individuals:</b>	Secondary Students
<b>Use:</b>	To maintain a record of work experience agreements
<b>Users:</b>	Administrators, School Counsellor
<b>Legal Authority:</b>	<i>School Act, Ministerial Order</i>



## Title: Student YTIT (Youth Train in Trades) Information

<b>Department:</b>	Education
<b>Location:</b>	District Office
<b>Information:</b>	Name, School, Gender, Grade, DOB, Address, Phone Number
<b>Individuals:</b>	Students
<b>Use:</b>	To accurately record information to register students who enrol in YTIT courses at College of the Rockies to receive Industry Training Authority (ITA) funding.
<b>Users:</b>	District Office Staff, Executive Assistant, Coordinator, School Administrators
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Students - English Language Learners

<b>Department:</b>	Education
<b>Location:</b>	District Office, Elementary and Secondary Schools
<b>Information:</b>	Name, Grade, Pupil Number, School Name, Language, Ethnicity
<b>Individuals:</b>	Students
<b>Use:</b>	To record all ELL students for Online training in English - Reading, Writing and Oral
<b>Users:</b>	District Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Personal Information Data Banks

February 2024

### Title: Summer Savings

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Name, employee number, payroll amounts for summer savings
<b>Individuals:</b>	Employees who have applied for summer savings
<b>Use:</b>	To track summer savings for summer pay-outs
<b>Users:</b>	Payroll & Benefits Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

### Title: Teacher and TOC Incrementing for Seniority Recognition

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Name, position, employee number, TOC teaching time
<b>Individuals:</b>	Teaching Staff and TOC Staff
<b>Use:</b>	To track teacher incrementing as impacts movement on the teacher's salary scale
<b>Users:</b>	Payroll & Benefits Staff, teaching Staff (individual)
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Teacher Incrementing (Temporary or Continuing Contract) for Experience Recognition

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Name, position, employee number, seniority date, teaching time, Teacher on Call time
<b>Individuals:</b>	Teaching Staff
<b>Use:</b>	To track teacher incrementing as impacts movement on the teacher's salary scale
<b>Users:</b>	Payroll & Benefits Staff, teaching Staff (individual)
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Teacher On Call List

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office and Schools
<b>Information:</b>	Name, work location(s), grade or subject preference, phone number
<b>Individuals:</b>	Employees – Teachers on Call
<b>Use:</b>	Distributed to schools (School Secretaries) in order to contact and secure part time employees and/or casual employees as replacements for various leaves of absence.
<b>Users:</b>	School Secretaries, Administrators, Human Resources, Teachers, Teachers on Call
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>



## Title: Teachers - BC Teaching Certificate List

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Surname, certificate number, DOB
<b>Individuals:</b>	Teaching Staff
<b>Use:</b>	Pursuant to the Teachers Act, a Board of Education must report to the Director of Certification on all BC certificate holders who were employed by the school district during the past academic year.
<b>Users:</b>	Human Resources, Payroll & Benefits Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act, Teachers Act</i>

## Title: TOC Incrementing for Experience Recognition

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Name, position, employee number, seniority date, teaching time, TOC time
<b>Individuals:</b>	Teaching Staff
<b>Use:</b>	To track TOC incrementing as impacts movement on the teacher's salary scale
<b>Users:</b>	Payroll & Benefits Staff, Teaching Staff (individual)
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>





## Title: Transportation Assistance File

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Student name, parent's name, home address (to record location of home address compared to bus stop in order to determine eligible amount for transportation assistance), application for transportation assistance
<b>Individuals:</b>	Students, Parents
<b>Use:</b>	To process applications for transportation assistance in compliance with District policy and the School Act
<b>Users:</b>	Accounts Payable, Executive Assistant, Manager of Operations and Transportation, Superintendent
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Trustee Statement of Disclosure

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Name of trustee making disclosure, address, level of government, assets, liabilities, income, real property.
<b>Individuals:</b>	Trustees
<b>Use:</b>	The intent of the Financial Disclosure Act is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office
<b>Users:</b>	Secretary Treasurer, Executive Assistant
<b>Legal Authority:</b>	<i>Financial Disclosure Act</i>



## Title: Unsolicited Job Applications

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	Individuals application, resume, CV, template forms
<b>Individuals:</b>	People applying for various types of employment with the Board
<b>Use:</b>	Recruitment and selection (Unsuccessful applicant files are destroyed after 6 months).
<b>Users:</b>	Human Resources, Superintendent, Director of Learning
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act and the School Act</i>

## Title: Vendor EFT Applications

<b>Department:</b>	Finance
<b>Location:</b>	District Office
<b>Information:</b>	Business name, address, contact numbers, email contact, banking information
<b>Individuals:</b>	Vendors
<b>Use:</b>	To maintain a record of vendors that have applied to receive payment via electronic funds transfer (EFT)
<b>Users:</b>	Accounts Payable Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



## Title: Volunteer Criminal Record Clearance List

<b>Department:</b>	General
<b>Location:</b>	District Office and Schools
<b>Information:</b>	Name of volunteer
<b>Individuals:</b>	Volunteers (parents, consultants or community members)
<b>Use:</b>	To maintain a list of active volunteers that have completed the Criminal Record Check process and have been cleared to work with students
<b>Users:</b>	Executive Assistant, School Secretaries, Administrators, Teachers
<b>Legal Authority:</b>	<i>Criminal Records Act, School Act</i>

## Title: Volunteer Drivers

<b>Department:</b>	General
<b>Location:</b>	School Office
<b>Information:</b>	Name, address, contact number, DL, record of vehicle insurance etc.
<b>Individuals:</b>	Volunteers
<b>Use:</b>	To maintain a record of approved volunteer drivers, and proof of appropriate insurance for school activities that require transportation
<b>Users:</b>	Administrator, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>



**Title: Volunteers List**

<b>Department:</b>	General
<b>Location:</b>	School Office
<b>Information:</b>	Name, address, contact information, etc.
<b>Individuals:</b>	Volunteers
<b>Use:</b>	To maintain a record of volunteer applications and approved volunteers for school activities
<b>Users:</b>	Administrator, School Secretaries
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act</i>

**Title: WCB, ST, LTD Employee Files**

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office
<b>Information:</b>	If applicable to employee management, WCB Claims History, Extended Medical Leave Documentation, Workplace Accommodations
<b>Individuals:</b>	Employees
<b>Use:</b>	To track and manage safety, and health and wellness in the workplace.
<b>Users:</b>	Human Resources Staff, Superintendent, Payroll & Benefits Staff
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act, Workers Compensation Act and the School Act</i>



## Title: Workplace Accidents or Incidents, Safety Records

<b>Department:</b>	Human Resources
<b>Location:</b>	District Office and Schools
<b>Information:</b>	Name, accident date, location, time lost, first aid administered
<b>Individuals:</b>	Employees
<b>Use:</b>	To maintain a record of accidents or incidents that have NOT resulted in time lost or medical beyond internal first aid, and to record remediation actions and follow up
<b>Users:</b>	Supervisors, WCB (if required), Human Resources, OHS Committee
<b>Legal Authority:</b>	<i>The Freedom of Information and Protection of Privacy Act, Workers Compensation Act and the School Act</i>