

# PERSONAL INFORMATION DIRECTORY

School District No. 52 (Prince Rupert)

## DEFINITIONS

<b>Department:</b>	The organizational unit or units with responsibility for custody of the records.
<b>Location:</b>	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.
<b>Individuals in Bank:</b>	The individual whom the information is about.
<b>Information Maintained:</b>	Description of the type of information.
<b>Purpose:</b>	The reason that 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 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.

# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: District

TITLE: *District Archives*

LOCATION: School Board Office, schools

INDIVIDUALS IN BANK: Former students, former employees

INFORMATION MAINTAINED: Various items; may include school attendance registers, school annuals, photographs, other memorabilia, etc.

PURPOSE: To provide a historical and archival record of the School District

USERS: Former Students, legal staff.

AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act Section 26

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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)

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# SD 52 – Personal Information Directory

October 2018

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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)

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DEPARTMENT: District

TITLE: *Willock Database*

LOCATION: Technology Department

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, 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 plus additional teacher input.

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

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Education

TITLE: *Student Information System- MyEd BC database*

LOCATION: 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, attendance, course history/schedules/marks, 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 programs and to populate other information systems such as, FreshGrade, West Messenger, teacher held class lists.

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

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# SD 52 – Personal Information Directory

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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

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DEPARTMENT: Education

TITLE: *Classroom Based databases for software programs*

LOCATION: Schools, district wide

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: May include all or part of students name, address, phone, email, gender,  
DOB, course history/schedules/marks, year and grade, special needs designation data, IEP's,

PURPOSE: For students to use classroom software such as Office 365, Text-Read-Write, FreshGrade, and many  
others. Software has had PIA's produced. In some cases, student information is extracted from MyEdBC  
database and used to populate these programs.

USERS: Teachers, students

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

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# SD 52 – Personal Information Directory

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DEPARTMENT: Student

Learning Services

TITLE: *Student Files*

LOCATION: Schools, Student

Learning Services department

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. Maybe electronic and paper copies.

PURPOSE: To create a central school record of student information

USERS: Administrators, clerical, teachers, counsellors

AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M638/95

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DEPARTMENT: Education

TITLE: *Administration of Student Medications Log/Binder*

LOCATION: Classroom or Medical Room

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Name, type of medication and dosage, date administered and by whom

PURPOSE: Record of medications given

USERS: School Administration, Teachers, parents, Doctors

AUTHORITY FOR COLLECTION: School Act Sections 79

# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Education

TITLE: *Assessment Notes/Results*

LOCATION: Various Sites

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

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DEPARTMENT: Education

TITLE: *Class Registers/Grade Books*

LOCATION: School Office/Classrooms

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Name, division, grades

PURPOSE: To record day to day information and assignment grades

USERS: Administrators, Teachers, parents

AUTHORITY FOR COLLECTION: School Act Section 79

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# SD 52 – Personal Information Directory

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DEPARTMENT: Education

TITLE: *Teacher Daybooks*

LOCATION: Classrooms

INDIVIDUALS IN BANK: Students within classroom

INFORMATION MAINTAINED: Students for specific reminders and information

PURPOSE: Classroom teacher lesson planning documents

USERS: Teachers

AUTHORITY FOR COLLECTION: School Act Section 79

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DEPARTMENT: Education

TITLE: *Incident Reports*

LOCATION: Schools and School Board Office

INDIVIDUALS IN BANK: Students, Staff

INFORMATION MAINTAINED: Name, address, phone, gender, age, parent's name, incident details, witness names, teacher names

PURPOSE: Record of incident

USERS: Administrators, School Protections Program, WorksafeBC

AUTHORITY FOR COLLECTION: School Act Section 79 and 92. Order in Council OIC 344/11

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Education

TITLE: *Student Transcript*

LOCATION: Secondary School Offices, MyEdBC, SBO

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

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# SD 52 – Personal Information Directory

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DEPARTMENT: Education

TITLE: *Volunteers/Volunteer Drivers*

LOCATION: Schools

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

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DEPARTMENT: Education

TITLE: *Waitlist Student Transfer requests*

LOCATION: SBO, Database

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student name, Parent/Guardian name address, contact information, transfer application, previous school

PURPOSE: Maintain a student waitlist for transfers to schools outside of individuals current catchment.

USERS: Director of Instruction, Education Secretary

AUTHORITY FOR COLLECTION: School Act Section 79

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# SD 52 – Personal Information Directory

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DEPARTMENT: Education

TITLE: Work Experience

LOCATION: School Office- Secondary

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Name, address, DOB, age, gender, phone#, parent/guardian, employer/sponsoring org., supervisor, address, bus. phone, WEX data

PURPOSE: Legal contract required for work experience students

USERS: Administration, teachers

AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M237/11

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DEPARTMENT: Education

TITLE: *Work Experience Database*

LOCATION: Career Education

INDIVIDUALS IN BANK: Students, employers

INFORMATION MAINTAINED: Name, address, DOB, age, gender, phone#, parent/guardian, employer/sponsoring org., supervisor, address, bus. phone, WE data

PURPOSE: Used to place students on work experience and for tracking student's hours

USERS: Schools

AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M496/95M237/11

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# SD 52 – Personal Information Directory

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DEPARTMENT: Education

TITLE: ITA Agreement

LOCATION: School Office- Secondary

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Name, address, DOB, age, gender, phone#, parent/guardian, employer/sponsoring org., supervisor, address, bus. phone, WE data

PURPOSE: Legal contract required for students working in the ITA program

USERS: Administration, teachers

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

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DEPARTMENT: Education

TITLE: *Library Database*

LOCATION: School Library,

INDIVIDUALS IN BANK: Students, staff

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

PURPOSE: To sign out books

USERS: Staff

AUTHORITY FOR COLLECTION: School Act Section 79

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Education

TITLE: *International Student Information*

LOCATION: International Student Program SBO

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: payment of fees, 1701

USERS: Principal, Secretary Treasurer, Teachers

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

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DEPARTMENT: Education

TITLE: *Teacher Evaluation*

LOCATION: Principal's Office, SBO 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, Director of Instruction, the teacher

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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# SD 52 – Personal Information Directory

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DEPARTMENT: Education

TITLE: *Teacher's Student Files/Portfolios*

LOCATION: Classrooms/FreshGrade database

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, photos of student work , portfolio files, activity centers, birthdays, classroom activities.

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

USERS: Teachers, students

AUTHORITY FOR COLLECTION: School Act Section 79

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DEPARTMENT: Education

TITLE: *First Nations Students listings*

LOCATION: MyEdBC database, 1701 report

INDIVIDUALS IN BANK: All 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 routine academic information and cultural interactions

USERS: District Principal – Aboriginal Education, Aboriginal Education Family Resource Workers,

AUTHORITY FOR COLLECTION: School Act Section 79

# SD 52 – Personal Information Directory

October 2018

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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: Principal, District Counsellor, Secondary School Counsellors

AUTHORITY FOR COLLECTION: School Act Section 79, Ministerial Order M60/94

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DEPARTMENT: Education

TITLE: *List of ESL Students*

LOCATION: MyEdBC database, 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, Principals, Principal Student Learning Services

AUTHORITY FOR COLLECTION: School Act Section 79

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DEPARTMENT: Education

## SD 52 – Personal Information Directory

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TITLE: *School Breakfast*

LOCATION: Schools - participating schools

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Student name, parent name, contribution(s)

PURPOSE: Financial and Student records participating in the various programs

USERS: Lunch Program Coordinators, School Clerical, volunteers

AUTHORITY FOR COLLECTION: School Act Section 79

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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

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DEPARTMENT: Education

## SD 52 – Personal Information Directory

October 2018

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TITLE: *Suspensions of Students for Over 5 Days*

LOCATION: Superintendent, Director of Instruction, student file, MyEdBC database

INDIVIDUALS IN BANK: Students receiving suspension and/or being referred to District Discipline Committee

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 with District Discipline Committee resolution/return to school plan and/or recommendations.

PURPOSE: Report to Board on monthly basis

USERS: Superintendent, Board of Education

AUTHORITY FOR COLLECTION: School Act Sections 79 and 81

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Education

TITLE: *Medical Consent*

LOCATION: School Office Medical Room

INDIVIDUALS IN BANK: Students who require medication

INFORMATION MAINTAINED: Name, reason for medication, name of medication, Doctor's name,  
immunization dates

PURPOSE: Information for use by school staff, public health nurse

USERS: Public health nurse, parents, school staff

AUTHORITY FOR COLLECTION: School Act Section 79 and 168(2)(t), Ministerial Order M152/89,  
Freedom of Information and Protection of Privacy Act section 26

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# SD 52 – Personal Information Directory

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DEPARTMENT: Education

TITLE: *File or Transcript Request listing (Helena?) Archives in SBO basement*

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

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DEPARTMENT: Education

TITLE: *Permanent Record Card (PR Cards)*

LOCATION: Secondary Schools/*District database*

INDIVIDUALS IN BANK: Students who have graduated or who have attended and are not yet of age 21

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

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Education

TITLE: *School Field Trip Forms*

LOCATION: School Office

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

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DEPARTMENT: Education

TITLE: *School Registration Forms*

LOCATION: School Office/MyEdBC database

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), Technology department staff

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

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## SD 52 – Personal Information Directory

October 2018

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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

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DEPARTMENT: Finance

TITLE: *School Accounting Records*

LOCATION: School Office

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 payment

USERS: School Staff

AUTHORITY FOR COLLECTION: School Act Section 82

# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Finance

TITLE: *Annual Pension Reports*

LOCATION: Payroll Department

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)

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DEPARTMENT: Finance

TITLE: *Group Life Insurances*

LOCATION: Payroll Department

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, benefits clerk

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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## SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Finance

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

LOCATION: SBO

INDIVIDUALS IN BANK: Administrative Officers, exempt staff, itinerant teachers, educational assistants

INFORMATION MAINTAINED: Name, SIN, 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: Finance staff, employees

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Finance

TITLE: *Employee Payroll Records*

LOCATION: SBO/Payroll Department

INDIVIDUALS IN BANK: All District Employees and former employees

INFORMATION MAINTAINED: Information varies by employee group and may include: name, SIN, days taken, GL codes, occupation, rate, hours, payroll registers, times sheets, WorksafeBC hours used, payments received from WorksafeBC, Pension Information, correspondence

PURPOSE: Historical information sometimes required for pension, WorksafeBC purposes

USERS: Payroll Department, employees, TPP, MPP, WorksafeBC

AUTHORITY FOR COLLECTION: School Act Section 15 (1), Order in Council OIC 344/11

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Finance

TITLE: *Employee Benefit Programs*

LOCATION: Payroll Department

INDIVIDUALS IN BANK: All District Employees

INFORMATION MAINTAINED: Name, address, gender, SIN, group#, dependents, DOB, amt 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, HR staff

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Finance

TITLE: *Payroll Computer System (SDS)*

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

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# SD 52 – Personal Information Directory

October 2018

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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: Director of Instruction, Finance staff

AUTHORITY FOR COLLECTION: School Act Sections 79

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DEPARTMENT: Finance

TITLE: *Payroll External Reports*

LOCATION: Payroll Department, district database

INDIVIDUALS IN BANK: All District Employees

INFORMATION MAINTAINED: Name, address, SIN, 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 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

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Finance

TITLE: *Expense Payments to Employees*

LOCATION: SBO, SDS database

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, MOE, record of payments to employees

USERS: Financial Services staff, Secretary Treasurer, Trustees, Public

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Finance

TITLE: *Purchasing Card lists and logs*

LOCATION: Accounting Department, various sites, 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: Finance staff, clerical staff, the individuals

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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## SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Human Resources

TITLE: *HR Computer System-SDS*

LOCATION: Human Resources Department, SDS database

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

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DEPARTMENT: Human Resources

TITLE: *Teacher database for CEF Remedy*

LOCATION: Human Resources Department, Principals, Secretary

Treasurer

District database 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 MyEdBC databases

USERS: Payroll, HR staff, technology department staff

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

# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Human Resources

TITLE: *Staff Files*

LOCATION: District Departments, schools

INDIVIDUALS IN BANK: Employees of the Department or school

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

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Human Resource

TITLE: *Posting/Competition Files*

LOCATION: Human Resources Department, database

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, HR staff, supervisors,

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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## SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Human Resource

TITLE: *IUOE Seniority List*

LOCATION: Human Resources Department, IUOE

INDIVIDUALS IN BANK: IUOE permanent/casual employees

INFORMATION MAINTAINED: Seniority date, name, occupation

PURPOSE: To track seniority dates

USERS: HR and Payroll staff, IUOE

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Human Resource

TITLE: *Grievances, Arbitrations and Investigations*

LOCATION: Human Resources Department, database

INDIVIDUALS IN BANK: Teachers – PRDTU, IUOE, Exempt  
Staff

INFORMATION MAINTAINED: Name, contact information of employee, 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, HR Payroll Manager

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Human Resource

TITLE: *Leave of Absence requests*

LOCATION: Human Resources Department,

INDIVIDUALS IN BANK: All PRDTU and IUOE employees requesting leaves

INFORMATION MAINTAINED: Leave applications and approvals

PURPOSE: To track leaves, health and wellness concerns

USERS: HR staff, individual's supervisors

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Human Resource

TITLE: *Teacher Seniority List*

LOCATION: Human Resources Department, SDS database

INDIVIDUALS IN BANK: OSTU continuing employees and TTOC's on recall

INFORMATION MAINTAINED: Name, seniority date

PURPOSE: To track seniority dates and used to fill open assignments as per the CA

USERS: HR and Payroll staff, PRDTU, administrators

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Human Resource

TITLE: *Teacher-On-Call List*

LOCATION: Human Resources Department, SDS database

INDIVIDUALS IN BANK: Temporary 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 schools for daily approval for teachers on various leaves of absence

USERS: HR staff, administrators, teachers, Personnel Clerk

AUTHORITY FOR COLLECTION: School Act section 15 (1)

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DEPARTMENT: Human Resource

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: HR Manager, Personnel clerk

AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Operations

TITLE: *HelpDesk and or Maintenance Requests*

LOCATION: District Software

INDIVIDUALS IN BANK: All District Employees who have filed a work order

INFORMATION MAINTAINED: Name, school or work location, details of problem or service requested

PURPOSE: Track service requests for Maintenance and Technology departments

USERS: All staff

AUTHORITY FOR COLLECTION: School Act Sections 15

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DEPARTMENT: Operations

TITLE: *School and Field Rentals/Bookings*

LOCATION: Maintenance Department,

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: Maintenance Secretary, Custodial Manager

AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act section 26

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# SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Operations

TITLE: *Custodial Staff Daybook*

LOCATION: Maintenance Department

INDIVIDUALS IN BANK: Custodian, spare board employees

INFORMATION MAINTAINED: Name, school location, replacement name

PURPOSE: To maintain a record of custodial absence and replacement records filed by day

USERS: Custodial Manager

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AUTHORITY FOR COLLECTION: School Act Section 15 (1)

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DEPARTMENT: Operations

TITLE: *WorksafeBC*

LOCATION: Maintenance Department, electronic files/database, SDS

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: HR Manager, benefit clerk, Payroll staff, WorksafeBC contractors

AUTHORITY FOR COLLECTION: School Act Section 15 (1), Order in Council OIC 344/11

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## SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Operations

TITLE: *Bus routes/Schedules*

LOCATION: Transportation Department, MyEdBC database

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 Operations, Maintenance Secretary

AUTHORITY FOR COLLECTION: School Act Section 79, Freedom of Information and Protection of Privacy Act Section 26

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DEPARTMENT: Operations

TITLE: *School Bus Behaviour Reports/Log*

LOCATION: Schools

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: Principals, Administrators, Bus Drivers, teachers (due to behavioral issue)

AUTHORITY FOR COLLECTION: School Act Section 79

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## SD 52 – Personal Information Directory

October 2018

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DEPARTMENT: Operations

TITLE: *Insurance Incident Reports*

LOCATION: SBO, schools

INDIVIDUALS IN BANK: Persons 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: Secretary Treasurer, HR Director, Risk Management Branch, WorksafeBC, Health, Safety and Wellness Officer

AUTHORITY FOR COLLECTION: School Act Section 79

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DEPARTMENT: Governance

TITLE: *Board of Education - Trustees List*

LOCATION: Secretary-Treasurer

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

AUTHORITY FOR COLLECTION: School Act Section 39

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