



SCHOOL DISTRICT NO. 51 (BOUNDARY)

DIRECTORY OF PERSONAL INFORMATION BANKS

Update November 2021

A Personal Information Bank is a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assignment to an individual, per *Section 69 of the Freedom of Information and Protection of Privacy Act*.

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DEFINITION OF TERMS

TITLE: The name of the record or item.

DEPARTMENT: Area of responsibility for these records.

LOCATION: Physical location or site where the information or records are retained.

AUTHORITY FOR COLLECTION OF INFORMATION: *School Act, Freedom of Information and Protection of Privacy Act, Labour Standards Act*

INDIVIDUALS IN BANK: Student, employee or other individuals as it relates to the information.

INFORMATION MAINTAINED: Description of the type of record or information collected.

PURPOSE OF INFORMATION: Purpose for which the personal information is obtained or compiled and purpose for which it is disclosed.

USER(S) OF INFORMATION: Who uses this information or to whom it is disclosed.

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: District Archives

DEPARTMENT: Administration

LOCATION: Schools – Locked filing cabinets/School vaults

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Current and former students

INFORMATION MAINTAINED:

- Historical school attendance records
- 1701 binders – current and former students' name, gender, date of birth, grade, Aboriginal ancestry, special needs designation, number of courses taken
- Class organization binders – current and former student names, gender, grade, designation, Aboriginal ancestry, English language learner designation
- A student legal file
- Newspaper clippings

PURPOSE OF INFORMATION:

To provide a historical record relating to the school district

USER(S) OF INFORMATION:

Current and former students, administrative assistants, historians

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Email

DEPARTMENT: Administration

LOCATION: All sites

AUTHORITY FOR COLLECTION OF INFORMATION:

Freedom of Information and Protection of Privacy Act, c. 165 Section 26(c) *The information relates directly to and is necessary for a program or activity of the public body* and Schedule 1

INDIVIDUALS IN BANK:

Staff, students, parents/guardians, outside agencies

INFORMATION MAINTAINED:

Day-to-day correspondence with staff, students and outside sources

PURPOSE OF INFORMATION:

Communication

USER(S) OF INFORMATION:

All staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: KeyScan Access Card Usage Database

DEPARTMENT: Administration

LOCATION: Technology Department

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Employees who have an access card to District buildings

INFORMATION MAINTAINED:

Name, location, card number, name of building(s) to which access is given

PURPOSE OF INFORMATION:

To maintain a record of cards issued to employees as well as access to facilities

USER(S) OF INFORMATION:

Director of Operations, administrative staff, IT department

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Key Access

DEPARTMENT: Administration

LOCATION: School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

List of employees and outside users who have key access and to which facilities

INFORMATION MAINTAINED:

Name, location, key number, name of building(s) to which access is given

PURPOSE OF INFORMATION:

To maintain a record of keys issued to employees and outside users

USER(S) OF INFORMATION:

Director of Operations, administrative staff

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: Staff Lists and Directories

DEPARTMENT: Administration

LOCATION: All sites

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Employees

INFORMATION MAINTAINED:

Employee name, address and home and/or cell phone number

PURPOSE OF INFORMATION:

To provide contact phone number of employees

USER(S) OF INFORMATION:

All staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Violent Incident Reports

DEPARTMENT: Administration

LOCATION: Originals – site office
Copy - School Board Office (Digital and/or hard copy)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Employees who have experienced a violent incident by a student, employee or visitor

INFORMATION MAINTAINED:

Employee name, work site, time and date of incident, details of incident, details of investigation by principal, witness (if applicable)

PURPOSE OF INFORMATION:

To investigate and take steps to resolve incident

USER(S) OF INFORMATION:

Administrator, Secretary Treasurer, Superintendent, District Principal Student Support Services

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: WorkSafeBC Reports

DEPARTMENT: Administration

LOCATION: Originals – site office or first aid room
Copy - SBO file in human resources office; Secretary-Treasurer

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Employees with a WorkSafeBC claim

INFORMATION MAINTAINED:

Name, date of birth, gender, address, position, personal health number, employment start date, date/time of injury, allergies, first aid involved yes/no, medical visit yes/no, witness, how and where incident happened, description of injury, attending first aid report

PURPOSE OF INFORMATION:

To track employee injuries and claims

USER(S) OF INFORMATION:

Human resources and payroll departments, administrators/managers, District Principal of Student Support Services if a special education student is involved, Secretary-Treasurer, School District No. 23, health care practitioner (if applicable)

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: 1701 Data Collection

DEPARTMENT: Education

LOCATION: School Office, School Board Office, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 81, 168(2)(t) and Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Name, date of birth, grade, special needs category, gender, PEN, school ID number, Ministry reference number, Aboriginal ancestry, ESL, programs attending, FTE

PURPOSE OF INFORMATION:

Ministry of Education reporting for funding, tracking students and program planning

USER(S) OF INFORMATION:

School office staff, administrators, counsellors, school board office staff, Learning Support Teachers, District Principal Student Services, Secretary Treasurer's office

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: 1701 Designation Files

DEPARTMENT: Education

LOCATION: Student Support Services Office, School Office/Administrator Office, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 75, 79, 168(2)(t), Ministerial Orders M150/89, M152/89 and M149/89

INDIVIDUALS IN BANK:

Students with current designation, assessments completed

INFORMATION MAINTAINED:

IEP, sensitive assessments, supporting documents for compliance, student name, date of birth

PURPOSE OF INFORMATION:

Identifies students with designation for Ministry purposes

USER(S) OF INFORMATION:

School administrators, administrative assistants, District Principal Student Support Services, teachers, District itinerant employees

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Academy Registration List

DEPARTMENT: Education

LOCATION: School Office at Participating Schools (spreadsheet and folder or binder)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students participating in hockey and/or golf academies

INFORMATION MAINTAINED:

Application form which may contain name, date of birth, gender, grade, address, email and parent/guardian contact information, registered with minor hockey association or not, amount paid or owing

PURPOSE OF INFORMATION:

Record of participating students

USER(S) OF INFORMATION:

School office staff, administrator, hockey academy staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Administrator Staff Files

DEPARTMENT: Education

LOCATION: Administrator Office (not all administrators have these files), hard copy and/or electronic

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Staff

INFORMATION MAINTAINED:

May contain copies of correspondence from board office, doctor's notes, notes of meeting with employee, evaluations, personal growth plan, weekly timetables, professional development

PURPOSE OF INFORMATION:

To have a record of interactions with staff and copies of various documentation

USER(S) OF INFORMATION:

Administrators

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Administrator Student Files

DEPARTMENT: Education

LOCATION: School Administrator Office (electronic and/or hard copy)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Name, PEN, reading levels, assessment information, FSA results, assessment data, report card data, various data collection and assessments

PURPOSE OF INFORMATION:

Tracks student growth

USER(S) OF INFORMATION:

Administrator, school-based team, teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Assessments - Various

DEPARTMENT: Education

LOCATION: Student Support Services Office, School Counsellor Office or Administrator Office, Learning Centre office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 85(2)(j), 168(2), Ministerial Orders M60/94, M152/89

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Depending on type of assessment, may contain student name, date of birth, grade, PEN, assessment results

PURPOSE OF INFORMATION:

Provides results of assessments by counsellors, Speech Language Pathologists, occupational therapists, physiotherapists, Learning Support teachers

USER(S) OF INFORMATION:

District Principal of Student Services, administrators, teachers, counsellors, therapists, District itinerant employees

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Class Lists

DEPARTMENT: Education

LOCATION: Schools – classrooms, emergency backpacks, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May include student name, gender, date of birth, grade, year of graduation, pupil number, teacher name, homeroom

PURPOSE OF INFORMATION:

To provide office, teachers and bus drivers with a listing of their students for attendance, marking and emergencies

USER(S) OF INFORMATION:

School staff, teachers, administrators, approved PAC members, bus drivers are provided a list which may contain student name, grade, home address and medical condition, if applicable

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Consent Forms (Parent/Guardian)

DEPARTMENT: Education

LOCATION: School office (alphabetic in binder), MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Student name, grade, personal health number, teacher, parent email, consent checkoff

PURPOSE OF INFORMATION:

Parent/guardian permissions for child's photo, receive emails from school, technology acceptable use, locker use, walking trips, PAC contact, Information keyed into MyEdBC and hard copy filed alphabetically in binders

USER(S) OF INFORMATION:

School staff, administrators, teachers

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: Counsellor Files

DEPARTMENT: Education

LOCATION: Student Support Services Counselling Office, School Counsellor/Consulting Resource Teacher Office (electronic and hard copy)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 85(2)(j), Ministerial Orders M60/94, M150/89

INDIVIDUALS IN BANK:

Students referred for assessments, programs and services internally and externally

INFORMATION MAINTAINED:

May include referral form - name, date of birth, grade, school, teacher, designation, description of behaviors, parent/guardian contact information, information regarding referral reason, positives about the child, assessments, strategies tried at each tier level; IEP, academic standing; parent signature form, student involvement form (documents a record and date of meetings with student); summary of session; student artwork

PURPOSE OF INFORMATION:

To document and track assessments, services provided and meetings

USER(S) OF INFORMATION:

Student support services staff, school counsellors, consulting resource teachers, District Principal Student Services

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Court Orders

DEPARTMENT: Education

LOCATION: School office, Student File, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students with custody orders

INFORMATION MAINTAINED:

Current and previous legal court orders which contain student name and parent/guardian name
Spreadsheet contains name, date of order and comment summarizing the order

PURPOSE OF INFORMATION:

To have a record of students under court orders

USER(S) OF INFORMATION:

School office staff, administrators, teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Criminal Record Checks - Volunteers

DEPARTMENT: Education

LOCATION: School Office (kept in binders in office)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Volunteers for driving, school events

INFORMATION MAINTAINED:

Name, gender, date of birth, address, driver's license number, maiden name, results of CRC

PURPOSE OF INFORMATION:

To check on criminal history, if any, and to ensure the safety and security of students

USER(S) OF INFORMATION:

School office staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Criminal Record Checks (CRC) – Vulnerable Sector

DEPARTMENT: Education

LOCATION: School Board Office, Personnel Files

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Anyone from outside of the school district working with students

INFORMATION MAINTAINED:

Name, gender, date of birth, address, driver's license number, maiden name, results of CRC

PURPOSE OF INFORMATION:

To check on criminal history, if any, and to ensure the safety and security of students who are in work experience programs or taking lessons outside of the school district

USER(S) OF INFORMATION:

District administrators, HR department - School Board Office

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Emergency Preparedness Student Emergency Release Form

DEPARTMENT: Education

LOCATION: School Office – MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Name, grade, name and number of contact person, name and number of persons who have custody in emergency, parent/guardian signature and date

PURPOSE OF INFORMATION:

To have contact information in the event of an emergency where re-entry into school cannot be accessed

USER(S) OF INFORMATION:

School staff, administrators

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Fees - Record of School Fees Paid/Owing

DEPARTMENT: Education

LOCATION: School Offices (electronic and/or hard copy)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May include name, gender, grade, homeroom, pupil number, amount paid/owing to school, comments, coach name

PURPOSE OF INFORMATION:

To record fees paid by students for supplies, activities, sports, yearbook, workbooks, field trips

USER(S) OF INFORMATION:

School office staff, administrators, teachers, coaches

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Field trip forms

DEPARTMENT: Education

LOCATION: School Offices (electronic and/or hard copy) and School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Field trip forms have various levels of permission. Name of student, homeroom, teacher/supervisor, dates, fees, transportation, equipment rentals, medical information, parent guardian contact information and approval

PURPOSE OF INFORMATION:

Permission from parents/guardians for students to attend/travel to events outside the school

USER(S) OF INFORMATION:

School office staff, administrators, teachers, Superintendent of Schools

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: FreshGrade

DEPARTMENT: Education

LOCATION: FreshGrade Database at Elementary Schools, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May contain name, grade, the student's school activities, video and photographs, courses attending, test results, parent/guardian contact information

PURPOSE OF INFORMATION:

Electronic portal where teachers report, track and monitor students

USER(S) OF INFORMATION:

Teachers, administrators, students, parents/guardians

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Graduation Transcripts

DEPARTMENT: Education

LOCATION: School Office (hard copy in alphabetic order)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Graduating students

INFORMATION MAINTAINED:

File - photocopy of original transcript and or certificate

Spreadsheet – name, graduation date, social insurance number, certificate received box, contact information

PURPOSE OF INFORMATION:

To track certificates received, picked up or mailed and to be able to provide a certified copy if required

USER(S) OF INFORMATION:

School office staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Incident Reports - Students

DEPARTMENT: Education

LOCATION: School Office, School Board Office, School Protections Program

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79, Ministerial Order 14/91

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Student name, claim number, school attending, date, incident type, reported by, summary of incident

PURPOSE OF INFORMATION:

Record of student injuries/incidents

USER(S) OF INFORMATION:

Superintendent, Secretary-Treasurer, administrators, School Protections Program

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Indigenous Students Records

DEPARTMENT: Education

LOCATION: Schools – Indigenous Student Support Worker (kept in files and/or binders)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Indigenous students

INFORMATION MAINTAINED:

Aboriginal ancestry declaration which contains name, grade, parent/guardian name, phone number, email and signature, copy of student registration

PURPOSE OF INFORMATION:

Provides a record and reference for Indigenous education advocates

USER(S) OF INFORMATION:

Indigenous education advocates and District Indigenous teacher

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Individual Education Plans (IEP)

DEPARTMENT: Education

LOCATION: Schools - Student File ,Counsellor Office and Student Support Services Office and in MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 75, 79, 168(2)(a), Ministerial Order M638/95

INDIVIDUALS IN BANK:

Students with designation

INFORMATION MAINTAINED:

Student name, strategies, student background information, medical information if applicable

PURPOSE OF INFORMATION:

Educational plan and required supports for students with special needs

USER(S) OF INFORMATION:

Staff working with special needs students

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: International Student Information

DEPARTMENT: Education

LOCATION: School Board Office, MyEdBC, School office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

International Students

INFORMATION MAINTAINED:

International education application forms, ELL reports, student registrations, passports, old report cards

PURPOSE OF INFORMATION:

Maintaining a student record for education purposes and emergency contacts

USER(S) OF INFORMATION:

School office staff, administrators, teachers, Superintendent of Schools

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Library Database - L4U

DEPARTMENT: Education

LOCATION: School Libraries, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May contain student name, grade, PEN, photo, Destiny generated ID number

PURPOSE OF INFORMATION:

To sign out books, electronics, school resources – differs at each school

USER(S) OF INFORMATION:

Teacher Librarian, students

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Lists – Various (electronic and hard copy)

DEPARTMENT: Education

LOCATION: School Office, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May contain student name, grade, fee amounts, outstanding fees, locker number and combination

PURPOSE OF INFORMATION:

Tracking system for lockers, textbooks, activities

USER(S) OF INFORMATION:

School staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Meal Programs (Breakfast, Lunch)

DEPARTMENT: Education

LOCATION: School Office offering the program (may be electronic and/or hard copy), Child & Youth Care worker office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students participating in meal programs

INFORMATION MAINTAINED:

May contain name, gender, grade, teacher, pupil number, amount paid to school, if subsidized, who referred student, food ordered

PURPOSE OF INFORMATION:

To record students in meal programs and record of fees paid or owing, if applicable

USER(S) OF INFORMATION:

School office staff, administrators, teachers, Child & Youth Care Worker and PAC

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: MyBlueprint

DEPARTMENT: Education

LOCATION: Schools, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students grades 8 to 12

INFORMATION MAINTAINED:

Student name, PEN, portfolio of work used in Career Life Education Program and Core Competencies, student record of course marks and course selections/grad plan, may contain events/sports teams students have participated in, clubs, activities, scholarships, bursaries

PURPOSE OF INFORMATION:

Portfolio for Career Life Education and core competencies self-evaluation, and student course planning and course selections

USER(S) OF INFORMATION:

Students, parents, teachers, counsellors

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: MyEducationBC, Student Information System

DEPARTMENT: Education

LOCATION: All sites – MyEdBC Database

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 168(2)(t), Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Student name, date of birth, gender, medical information, health alerts, custody alerts, contact information, parent/guardian consents, personal health number, Personal Education Number, language, Aboriginal ancestry, emergency contact information, IEP's, special needs designation, attendance, grades, course history

PURPOSE OF INFORMATION:

Repository of information for student registration and enrolment, attendance, marks, 1701 reporting, program administration

To generate reports for various uses

USER(S) OF INFORMATION:

School office staff, administration and IT full access. Teachers – access to their students' records.

Support teachers and Indigenous education advocates – full access to student records.

Parents/guardians – access to their child's portal for attendance, grades, report cards

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Occupational Therapy, Physiotherapy Monthly

DEPARTMENT: Education

LOCATION: Student Support Services Office (binder and spreadsheet)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students receiving services

INFORMATION MAINTAINED:

Name, Aboriginal ancestry, school, number of visits

PURPOSE OF INFORMATION:

Provides a log to track student visits with therapists

USER(S) OF INFORMATION:

Student Support Services office staff, District Principal Student Services, Learning Support teacher

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Parent Advisory Council (PAC)

DEPARTMENT: Education

LOCATION: All School Offices and School Board Office, SD51 Website

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

PAC executive

INFORMATION MAINTAINED:

Name, title, email address and phone numbers

PURPOSE OF INFORMATION:

Contact information of PAC members

USER(S) OF INFORMATION:

All staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Permanent Record Cards (PR Cards)

DEPARTMENT: Education

LOCATION: Secondary Schools and Students Files, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79, 168(2)(t) and (k), Ministerial Order M082/09

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Name, date of birth, place of birth, address, parent contact information, school ID number, grades, schools attended and attendance

PURPOSE OF INFORMATION:

To have a permanent record of each student's educational history

USER(S) OF INFORMATION:

Office staff, administrators, individual student, teachers, counsellors

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Personal Learning Profiles

DEPARTMENT: Education

LOCATION: Office365 School Staff Group (at some schools)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Student name and learning plan

PURPOSE OF INFORMATION:

To share student information with school-based teams and develop a learning support plan/strategies

USER(S) OF INFORMATION:

Administrator, school-based team, teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Professional Growth Plans

DEPARTMENT: Education

LOCATION: Administrator Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Teachers

INFORMATION MAINTAINED:

Teachers' growth plans, year plans, class schedules, copy of communications to parents

PURPOSE OF INFORMATION:

For class organization and ongoing planning

USER(S) OF INFORMATION:

Teacher and administrator

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Provincial Exam List

DEPARTMENT: Education

LOCATION: Some School offices and MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May contain name, course final mark, PEN, phone number, email, notes, where exam was administered

PURPOSE OF INFORMATION:

Tracking of completed courses and marks for reporting to Ministry of Education

USER(S) OF INFORMATION:

School office staff, administrator

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Psychoeducational Assessments

DEPARTMENT: Education

LOCATION: Student Support Services and Learning Centre office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 81, 85(2)(j), 168(2), Ministerial Order M60/94

INDIVIDUALS IN BANK:

Students who have had a psychoeducational assessment in the past seven years

INFORMATION MAINTAINED:

Name, gender, date of birth, birth history, measured intellectual ability, other pertinent assessment information, achievement level, parent/guardian contact

PURPOSE OF INFORMATION:

To identify student needs and supports and to meet the College of Psychologist standards

USER(S) OF INFORMATION:

District psychologists, District Principal Student Services, Learning Support teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Psychoeducational Pre-Referral Report

DEPARTMENT: Education

LOCATION: Student Support Services Office, District Principal Student Services Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 85(2)(j), Ministerial Order M60/94

INDIVIDUALS IN BANK:

Students who will be assessed

INFORMATION MAINTAINED:

Name, gender, date of birth, date, psychologist name, school attending, recommendation/referral package

PURPOSE OF INFORMATION:

Register of students awaiting assessment

USER(S) OF INFORMATION:

School psychologist, District Principal Student Services, Learning Support teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Report Cards

DEPARTMENT: Education

LOCATION: Student Files and School Office, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Name, PEN, courses and grades

PURPOSE OF INFORMATION:

Record of assessment data for students

USER(S) OF INFORMATION:

School office staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: School Registration Forms

DEPARTMENT: Education

LOCATION: School Office, Student File, MyEdBC (hard copy, electronic)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 81, 168(2)(t), Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May contain legal and usual name, gender, date of birth, proof of age, address, grade, homeroom, PEN and pupil number, siblings, medical information, alerts, personal health number, English as a second language, parent/guardian contact information, Aboriginal ancestry, Band, status card number, previous school information, citizenship, student photo, year of graduation, bus transportation requirement, parent/guardian signature

PURPOSE OF INFORMATION:

Information is keyed into MyEdBC; schools may shred the document and others keep the form alphabetically in a binder at the school office. Used for emergency situations, custody and medical alerts and tracks outstanding information.

USER(S) OF INFORMATION:

School office staff, administrators, teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: School Registration

DEPARTMENT: Education

LOCATION: Student File, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 81, 168(2)(t), Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students registering for courses through YouLearn.ca

INFORMATION MAINTAINED:

Legal and usual name, residency, gender, date of birth, maiden name, aliases, phone number, email, address, two picture ID's, citizenship, emergency contact, medical condition, agreement to policy, consent to disclose phone number to PAC, signature

PURPOSE OF INFORMATION:

Online self-registration form for distributed learning programs

USER(S) OF INFORMATION:

School office staff, administrator

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Special Education Files

DEPARTMENT: Education

LOCATION: Schools - SPED Teachers Office, District Principal of Student Support Services Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 168(2)(t), Ministerial Order 150/89

INDIVIDUALS IN BANK:

Students with special education designation, students receiving support from District itinerants, Learning Support teachers

INFORMATION MAINTAINED:

May contain student name, grade, date of birth, gender, special education designation, IEP, safety plan, medical documentation, communication log, academic assessment and documentation, assessments (speech, language, occupational therapist, physiotherapist, care plan, supports provided, learner support records, individual support plan (IEP, AIP, Behavior Plan, Student Learning Plan)

PURPOSE OF INFORMATION:

Repository of records to support students in programs

USER(S) OF INFORMATION:

Learning Support teachers, administrators, District itinerant employees, education assistants

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Speech and Language Assessments

DEPARTMENT: Education

LOCATION: Student assessments are filed in the Teacher of Student Learning
Support Services Office
All other assessments filed in general student file

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 85(2)(j), 88, 168(2)(t), Ministerial Order M60/94

INDIVIDUALS IN BANK:

Students being referred and/or assessed for speech and language

INFORMATION MAINTAINED:

- *Parental Permission Form for Speech and Language Services* contains student name, date of birth, school attending, mailing address, email, phone number and parent/guardian signature
- *Speech & Language Screening Referral* form contains student name, date of birth, grade, teacher name, has parent been contacted, referring teacher, reason for referral, date, findings and signature of SLP and test summary checklist
- Assessments contain student name, date of birth, school attending, teacher name

PURPOSE OF INFORMATION:

To assess student speech and language levels

USER(S) OF INFORMATION:

Speech and language pathologist, District Principal of Student Services, consulting resource teacher

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: StrongStart Registration

DEPARTMENT: Education

LOCATION: Elementary schools, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79 and 168(2)(t), Ministerial Order M152/89

INDIVIDUALS IN BANK:

StrongStart students

INFORMATION MAINTAINED:

Legal and usual name, gender, date of birth, mailing address, parent/guardian contact information, court order, citizenship, first language spoken, Aboriginal ancestry, doctor, care card number, allergies, health factors, siblings, emergency numbers, parent/guardian signature, release form to record, photograph or film student

PURPOSE OF INFORMATION:

Registration of StrongStart students

USER(S) OF INFORMATION:

Student office staff, StrongStart facilitators

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Student Files - Cumulative Files

DEPARTMENT: Education

LOCATION: School office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

May include registration form, grades, attendance, discipline, psychoeducational reports, assessments, referral forms, 1701 designation, permanent record cards (PR card), progress reports, learning assistance reports, IEP's, student behaviors, outside agency reports, birth certificate, suspension letters

PURPOSE OF INFORMATION:

Provides a repository and historical record of programs students have attended and educational performance

USER(S) OF INFORMATION:

School office staff, administrators, counsellors and teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Student Information Verification

DEPARTMENT: Education

LOCATION: School Office, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 168(2)(t), Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Usual and legal name, date of birth, gender, pupil number, homeroom, teacher, personal health number, home phone number, address and email, previous school, parent/guardian contact information, alerts (custody, medical), emergency contact (name, phone, relationship), sibling information (name, gender, date of birth, relationship), citizenship, languages spoken, Aboriginal ancestry, parent signature

Information is keyed into MyEdBC and hard copy may be retained alphabetically in a binder

PURPOSE OF INFORMATION:

Form is sent home for parent/guardian to complete and confirm student information

USER(S) OF INFORMATION:

School office staff, administrators, teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Student Medical Emergency Procedure Plan

DEPARTMENT: Education

LOCATION: School Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79 and 168(2)(t)

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Student Medical Emergency Procedure Plan: name, date of birth, parent/guardian name, phone number, emergency number, doctor name and phone number, potential life-threatening medical condition, date condition identified, description of medical problem, location of medication, expiry date, symptoms to watch for, precautions in the classroom, step by step emergency plan for staff, medication needed and name, date and signature area for annual review.

Request for Administration of Medication at School form: name, date of birth, parent/guardian name and contact information, physician notes regarding medication, dosage and directions, physician signature and parent/guardian signature.

May have a photo of the student on file

Spreadsheet/list may contain name, photo, homeroom, grade, personal health number, medical condition, parent/guardian contact information

PURPOSE OF INFORMATION:

Provides medical information and medical procedure plan for students with medical condition

USER(S) OF INFORMATION:

School office staff, administrator, teachers, education assistants, first aid attendant

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Student Medication Logs

DEPARTMENT: Education

LOCATION: School Office or Medical Room

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students with medication/medical requirements

INFORMATION MAINTAINED:

Name, type and dosage of medication, dated administered and by whom

PURPOSE OF INFORMATION:

Provides a record of medications on hand and administered

USER(S) OF INFORMATION:

School administration, teachers, education assistants, first aid attendant

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Student Report Card Folders

DEPARTMENT: Education

LOCATION: School offices – Elementary and Secondary Schools

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Student grades, report cards and IEP's if applicable

PURPOSE OF INFORMATION:

Collection folders for mailing to parents

USER(S) OF INFORMATION:

School office, teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Student Withdrawals and Transfers In

DEPARTMENT: Education

LOCATION: School office (forms, letters, spreadsheet)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Sections 79, 168(2)(t), Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students who have withdrawn or transferred in during current school year

INFORMATION MAINTAINED:

Withdrawal request forms contains name, date of birth, grade, new school name, date student file sent

Transfers in contain name, date of registration, grade, date of birth, previous school name, date student file requested, date file received

Electronic list contains name, date of birth, new school name, date of request and date records sent

PURPOSE OF INFORMATION:

Tracks student movement and history

USER(S) OF INFORMATION:

School office staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Trades – Train in Trades, Work in Trades, Dual Credit

DEPARTMENT: Education

LOCATION: Secondary Schools – Counsellors Offices, Dual Credit Management System

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79, Ministerial Order M237/11

INDIVIDUALS IN BANK:

Students participating in trades/dual credit programs

INFORMATION MAINTAINED:

Information for trades and dual credit programs is housed in the Dual Credit Management System: name, date of birth, gender, graduation year, address, email, phone number, parent/guardian contact information, financial costs, Career Prep teacher comments, ITA designation number if registered as an apprentice

PURPOSE OF INFORMATION:

To track students in programs

For reporting purposes to the Industry Training Authority for reimbursement

USER(S) OF INFORMATION:

Office staff, career prep counsellors, teachers, administrators

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Transcript of Grades

DEPARTMENT: Education

LOCATION: Secondary Schools, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act 79, 168(2)(t), Ministerial Orders M082/89, M152/09

INDIVIDUALS IN BANK:

Graduated students

INFORMATION MAINTAINED:

Copy of Ministry transcript of grades which contains student name, date of birth, PEN, courses taken, final letter grade and issue date

PURPOSE OF INFORMATION:

Provides a permanent record and history for students and school district

USER(S) OF INFORMATION:

School office staff and graduated students

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: TRAX

DEPARTMENT: Education

LOCATION: Secondary School Offices, MyEdBC

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79, Ministerial Order M152/89

INDIVIDUALS IN BANK:

Students grades 10 to 12 and distributed learning students

INFORMATION MAINTAINED:

Record of courses completed

PURPOSE OF INFORMATION:

Extracts for submission to Ministry of Education for graduation program requirements including grades and courses completed

Some secretaries delete exports files following upload to Ministry

USER(S) OF INFORMATION:

School office

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Volunteer Information Forms

DEPARTMENT: Education

LOCATION: School Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 7.1

INDIVIDUALS IN BANK:

Parents, teachers, community members

INFORMATION MAINTAINED:

Name, address, contact information, driver's license number, vehicle registration and criminal record check

PURPOSE OF INFORMATION:

Record of volunteers and drivers for school-related events

USER(S) OF INFORMATION:

School office, administration and teachers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Work Experience Placement – Legal Agreements

DEPARTMENT: Education

LOCATION: Secondary Schools - Counsellors Offices, School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79, Ministerial Order M237/11

INDIVIDUALS IN BANK:

Students participating in the work experience program

INFORMATION MAINTAINED:

Student name, address and phone number, work placement location, family contact information, employer names and addresses

PURPOSE OF INFORMATION:

Legal agreements required for workplace experience placements; spreadsheet is for tracking student placements and hours

USER(S) OF INFORMATION:

Career education staff, administrator

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Credit Cards

DEPARTMENT: Finance

LOCATION: School Board Office and School Offices (in safes)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Employees issued a District Credit Card

INFORMATION MAINTAINED:

Name, location, department, signatures and supervisor authorization, employee number, email, phone number, account code

PURPOSE OF INFORMATION:

Maintain records and receipts for all purchasing card purchases

USER(S) OF INFORMATION:

Secretary Treasurer, accounting department staff, administrators

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: Employee Benefits

DEPARTMENT: Finance

LOCATION: School Board Office – Benefits Files, Personnel Files

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

District employees

INFORMATION MAINTAINED:

Name, employee number, gender, social insurance number, dependents, beneficiaries, benefit enrolment and change(s) forms, wage garnishees, hire date, record of employment

PURPOSE OF INFORMATION:

Administration of payroll and benefits

USER(S) OF INFORMATION:

Human resources and payroll department

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: Expenses Reimbursed

DEPARTMENT: Finance

LOCATION: School Board Office, all sites, SDS

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Employees and trustees who have been reimbursed for expenses and/or travel

INFORMATION MAINTAINED:

Employee or trustee name, employee number, social insurance number, address, nature of expense, amount, banking information

PURPOSE OF INFORMATION:

System for reimbursement of district staff and trustee expenses

USER(S) OF INFORMATION:

District staff have full access

School offices can view name, address and amounts only

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Payroll System

DEPARTMENT: Finance

LOCATION: School Board Office - SDS Program

AUTHORITY FOR COLLECTION OF INFORMATION:

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

Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) Payroll Records

School Act section 15(1)

INDIVIDUALS IN BANK:

District employees, trustees

INFORMATION MAINTAINED:

Employee name, employee number, social insurance number, date of birth, occupation, pay rate(s), hours worked, employment history, seniority date, record of employment, G/L codes, bank account, benefit participation, address, phone number, email address

PURPOSE OF INFORMATION:

To process payroll, T4's, records of employment and maintain current and historical payroll information

USER(S) OF INFORMATION:

Human resources and payroll departments

Limited personal information disclosed to pension and benefit plan service providers, WorkSafeBC, and Canada Revenue Agency

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Scholarship/Bursary Applications and Listing

DEPARTMENT: Finance

LOCATION: Secondary School Office (electronic spreadsheet and binder), School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Students receiving a bursary or scholarship

INFORMATION MAINTAINED:

May contain student name, social insurance number, address, donor name, award amount and address, presenter name and phone number, date and amount of cheque

Application form may contain name, contact information, university attending, field of study, date of birth, social insurance number, PEN, student signature

Letter sent to the Secretary Treasurer naming recipients including address, social insurance number and amount

PURPOSE OF INFORMATION:

To record and track donations received and payment of scholarships/bursaries

USER(S) OF INFORMATION:

School office staff, administrator, scholarship committee, School Board Office

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Trustees – Board of Education

DEPARTMENT: Governance

LOCATION: School Board Office – Secretary Treasurer

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Current trustees

INFORMATION MAINTAINED:

Trustee name, address, phone number and work number, if applicable, committees and liaison schools

PURPOSE OF INFORMATION:

Contact information for Board of Education trustees

USER(S) OF INFORMATION:

Confidential list – School Board Office

Public list – does not include work phone numbers

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Trustees – Financial Disclosure

DEPARTMENT: Governance

LOCATION: School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

Financial Disclosure Act RSBC 1996 Chapter 139

INDIVIDUALS IN BANK:

Individuals accepting nomination for election as school trustee

INFORMATION MAINTAINED:

Name, address, assets, liabilities, income, real property, corporate assets, signature

PURPOSE OF INFORMATION:

Persons accepting nomination for election as school trustee must make a written disclosure and file it with their nomination papers

Elected school trustees must file a financial disclosure annually

USER(S) OF INFORMATION:

School Board Office

Available for public inspection

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Applications for Employment

DEPARTMENT: Human Resources

LOCATION: School Board Office (hard copy and electronic)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Job applicants to the school district

INFORMATION MAINTAINED:

Application form (name, address, contact phone number(s), employment history, references, signature), resume, may include testing results

- Successful applicant information is filed in personnel file
- Unsuccessful teacher applications are filed electronically or via hard copy in posting file
- Unsuccessful support staff hard copy applications are filed by job type or posting file

PURPOSE OF INFORMATION:

Applicants seeking employment in the district – applications retained for one year then destroyed

USER(S) OF INFORMATION:

Human resources

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Employee Personnel Files

DEPARTMENT: Human Resources

LOCATION: School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) Payroll Records

School Act section 15(1)

INDIVIDUALS IN BANK:

Employees

INFORMATION MAINTAINED:

School Board Office files may contain resume, application form, testing results, correspondence for position changes, layoffs, re-hires, discipline letters, grievance documents, teacher evaluations, criminal record checks, bank account details, TD1, TD1X

PURPOSE OF INFORMATION:

Provides a record to support personnel and payroll administration

USER(S) OF INFORMATION:

Human resources and payroll department

PERSONAL INFORMATION BANK
School District No. 53 (Okanagan Similkameen)

TITLE: Employee Probationary Reports

DEPARTMENT: Human Resources

LOCATION: School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

INDIVIDUALS IN BANK:

Non-teaching staff assessments

INFORMATION MAINTAINED:

Name and assessment score

PURPOSE OF INFORMATION:

To provide an assessment of employee's performance during probationary period

USER(S) OF INFORMATION:

Human resources

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Former Employee Records and Listing

DEPARTMENT: Human Resources

LOCATION: School Board Office – Storage Room

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Former employees

INFORMATION MAINTAINED:

Employment history

Employment administration eg. hiring information, discipline letters, correspondence

Payroll administration

Benefits and pension

Criminal Record Checks

PURPOSE OF INFORMATION:

To maintain for reference a historical record of former employees who have retired, resigned or have been terminated

USER(S) OF INFORMATION:

Human resources

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Grievances, Arbitrations and Investigations

DEPARTMENT: Human Resources

LOCATION: School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Unionized support staff employees, teachers, exempt staff

INFORMATION MAINTAINED:

Details of individual grievances, arbitrations and investigations pertaining to the bargaining unit or exempt staff member

PURPOSE OF INFORMATION:

Reference material to maintain history on resolutions

USER(S) OF INFORMATION:

Human resources, Secretary Treasurer, Superintendent of Schools

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Human Resources System

DEPARTMENT: Human Resources

LOCATION: School Board Office - SDS

AUTHORITY FOR COLLECTION OF INFORMATION:

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

Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) Payroll Records

School Act section 15(1)

INDIVIDUALS IN BANK:

Current and former employees, trustees

INFORMATION MAINTAINED:

Employee name, social insurance number, date of birth, employee number, address, phone number, email address, position, start date(s), seniority number, absences, dispatches, pay category and rates/salary, hours of work, leaves, record of certificates/registration numbers

PURPOSE OF INFORMATION:

Repository for administering pay based on assignments, leaves and dispatches

USER(S) OF INFORMATION:

Human resources and payroll department

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Leave of Absence Request

DEPARTMENT: Human Resources

LOCATION: School Board Office, Individual work sites

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Employees requesting leaves of absence

INFORMATION MAINTAINED:

Name, employee number, dates and reason for leave and approvals

PURPOSE OF INFORMATION:

To track absences and leaves

USER(S) OF INFORMATION:

Human resources, administrators

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Long Service Listing - Employees

DEPARTMENT: Human Resources

LOCATION: School Board Office Archives

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Employees

INFORMATION MAINTAINED:

Employee name, employment start date, years of service

PURPOSE OF INFORMATION:

Tracking for long service awards upon retirement

USER(S) OF INFORMATION:

Human resources

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Medical Records - Employees

DEPARTMENT: Human Resources

LOCATION: School Board Office – Employee File

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Employees

INFORMATION MAINTAINED:

Employee name

Medical/doctor notes

Workplace injury reports and correspondence

Long-term disability forms and correspondence

PURPOSE OF INFORMATION:

To support employee illnesses and injuries and any related leave of absences

USER(S) OF INFORMATION:

Human resources

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Seniority Lists – CUPE and BDTA

DEPARTMENT: Human Resources

LOCATION: School Board Office (electronic and hard copy) and all sites

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Unionized support staff and teachers

INFORMATION MAINTAINED:

CUPE: employee name, employment date, seniority date

BDTA: employee name and seniority date

PURPOSE OF INFORMATION:

To record employee seniority for post and fill

USER(S) OF INFORMATION:

Human resources, payroll department and union employees

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: Support Staff Casual Call-Out List

DEPARTMENT: Human Resources

LOCATION: School Board Office and SDS

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

On-call employees

INFORMATION MAINTAINED:

Name, phone number, position, location, availability

PURPOSE OF INFORMATION:

To manually dispatch replacement workers

USER(S) OF INFORMATION:

Human resources, payroll department, Director of Operations, school administrators and clerical

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Teacher Evaluations

DEPARTMENT: Human Resources

LOCATION: School Board Office Personnel Files, Administrator Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Teachers who have been evaluated

INFORMATION MAINTAINED:

Evaluation of teacher competencies in a classroom setting

PURPOSE OF INFORMATION:

Record of evaluation of teachers' classroom work performance

USER(S) OF INFORMATION:

Human resources, Superintendent of Schools, administrators and respective teacher

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Teachers On-Call

DEPARTMENT: Human Resources

LOCATION: School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 15(1)

INDIVIDUALS IN BANK:

Teachers

INFORMATION MAINTAINED:

Name, phone number, list of qualified subjects and willing to teach subjects, and availability.

PURPOSE OF INFORMATION:

To manually dispatch replacement workers

USER(S) OF INFORMATION:

Human resources, payroll department, school administrators and school office staff

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Bus Routes

DEPARTMENT: Transportation

LOCATION: Traversa Database (exported from MyEdBC), School Board Office

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students

INFORMATION MAINTAINED:

Name, gender, grade, PEN, date of birth, school attending, address, parent/guardian contact information, pick up and drop off information, bus driver name and bus number

PURPOSE OF INFORMATION:

Facilitates transportation routing and scheduling, and provides manifest of students on bus

USER(S) OF INFORMATION:

Transportation assistant, bus drivers, Director of Operations, and IT department

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Driver's Abstract

DEPARTMENT: Transportation

LOCATION: Transportation Office and School Board Office Personnel File and binder in school office (parent drivers)

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Personnel driving a school bus and district vehicles

INFORMATION MAINTAINED:

Name, date of birth, weight, height, hair and eye color, license number, driver class, restrictions and violations

PURPOSE OF INFORMATION:

Commercial vehicle driver requirement

USER(S) OF INFORMATION:

Transportation office, human resources, school administration

PERSONAL INFORMATION BANK
School District No. 51 (Boundary)

TITLE: Driver's Medicals

DEPARTMENT: Transportation

LOCATION: Transportation Office and SBO Personnel File

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Personnel driving a school bus

INFORMATION MAINTAINED:

Name, date of birth, weight, height, medical clearance

PURPOSE OF INFORMATION:

Commercial vehicle driver requirement

USER(S) OF INFORMATION:

Transportation office, human resources

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: School Bus Behavior Reports

DEPARTMENT: Transportation

LOCATION: School Board Office and school offices

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act Section 79

INDIVIDUALS IN BANK:

Students who have received a behavior report from the bus driver

INFORMATION MAINTAINED:

Name, date and time, school attending, bus driver name and driver's comments

PURPOSE OF INFORMATION:

To record and report unsafe behavior during transportation of students to and from schools

USER(S) OF INFORMATION:

Bus drivers, Director of Operations, transportation department, administrators

PERSONAL INFORMATION BANK

School District No. 51 (Boundary)

TITLE: Staff Emergency Contact List, Emergency Preparedness Plan

DEPARTMENT: All departments

LOCATION: All sites

AUTHORITY FOR COLLECTION OF INFORMATION:

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

School Act section 15(1)

INDIVIDUALS IN BANK:

Employees

INFORMATION MAINTAINED:

Employee name, emergency contact name and phone number

PURPOSE OF INFORMATION:

To provide contact information in case of emergency

USER(S) OF INFORMATION:

All staff