

### **DIRECTORY OF PERSONAL INFORMATION BANKS**

A listing of collections of personal information maintained by  
School District No. 8 Kootenay Lake

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

Published: October 20, 2020

**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

**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

**AUTHORITY FOR COLLECTION OF INFORMATION:**

School Act, Freedom of Information and Protection of Privacy Act, Labour Standards Act

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

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## 1.1. Education

**TITLE:**

3-Year Grad Plans

**DEPARTMENT:**

Education

**LOCATION:**

Counsellor office: electronically

**INDIVIDUALS IN BANK:**

Students in grades 10-12

**INFORMATION MAINTAINED:**

Student name, grade and 3-year grad plan.

**PURPOSE:**

Track progress towards graduation.

**USERS:**

Administrator, school-based team, teachers, students, parents/guardians.

**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



**TITLE:**

Aboriginal Education Lists

**DEPARTMENT:**

Education

**LOCATION:**

Aboriginal Academic Success Staff Office - locked desk

**INDIVIDUALS IN BANK:**

Aboriginal students, parent/guardian contacts, emergency contacts

**INFORMATION MAINTAINED:**

AASW List: Student name, grade, homeroom, pupil #, gender, date of birth, phone number, Aboriginal ancestry information, notes, parent/guardian and emergency contact information.

**PURPOSE:**

Convenient list for Aboriginal Academic Success workers.

**USERS:**

Aboriginal Academic Success workers

**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

**TITLE:**

**Accident Reports**

**DEPARTMENT:**

Education

**LOCATION:**

Locked file cabinets in the administrator's office

**INDIVIDUALS IN BANK:**

Students, staff, administrators, parents/guardians, any school staff or individual reporting a student accident.

**INFORMATION MAINTAINED:**

Name, date of birth, date of accident, accident type, person reporting the accident, witnesses, person recording the accident, summary of accident, and action taken following the accident.

**PURPOSE:**

Record of student and staff injuries/incidents for ensuring safety and informing school safety protocols.

**USERS:**

Superintendent, administrators, district school-based teams, school-based teams, parent/guardians, WCB.

**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



**TITLE:**

**Administrator Staff Files/Staff Lists**

**DEPARTMENT:**

Education

**LOCATION:**

Digital and any hard copy information is kept in administrator office in locked filing cabinet.

List of staff, contacts and address information kept in a locked drawer in main office.

**INDIVIDUALS IN BANK:**

School staff

**INFORMATION MAINTAINED:**

Administrator's Office: Notes of meeting with employee, evaluations, personal growth plan, letters, professional development plans

Main Office: Staff names, addresses, email address, phone numbers, emergency contact information kept in MyEd BC.

**PURPOSE:**

Administrator Purpose: To maintain a record of interactions with staff and copies of various relevant documentation

Main Office purpose: maintain current staff information for emergency contacts.

**USERS:**

Administrators, office clerical staff, school staff

**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)

Employment Standards Act [RSBC 1996] c 113, s 528(1)

**TITLE:**

**Bus Lists**

**DEPARTMENT:**

Education

**LOCATION:**

List in the main office

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Student names and what bus they ride.

**PURPOSE:**

Ensure school is aware of student using district bussing.

**USERS:**

Office staff, administrator and bus drivers

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c), School Act Section 79(3)



**TITLE:**

Class Lists

**DEPARTMENT:**

Education

**LOCATION:**

Set kept at desk for reference with student name and homeroom.  
Gym, library, classrooms - for emergency purposes.

**INDIVIDUALS IN BANK:**

Students, teacher names

**INFORMATION MAINTAINED:**

May include student name, gender, grade, pupil number, teacher name, homeroom.

**PURPOSE:**

To provide office staff and teachers with a listing of their students for attendance, fees tracking, general tracking lists

**USERS:**

School teaching staff, clerical, administrators.

**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

**TITLE:**

Clover Software

**DEPARTMENT:**

Education

**LOCATION:**

Digital terminal

**INDIVIDUALS IN BANK:**

Parents, staff

**INFORMATION MAINTAINED:**

Payee names, payment information (VISA, etc)

**PURPOSE:**

Electronic payment system

**USERS:**

Parents, clerical staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

Counsellor Files

**DEPARTMENT:**

Education

**LOCATION:**

School counsellor office. Location is locked when counsellor is not present.

**INDIVIDUALS IN BANK:**

Students, counsellors, parent/guardians, community services professionals

**INFORMATION MAINTAINED:**

Notes of meetings with students and parents.

Contact information for parent/guardian, community services workers.

**PURPOSE:**

To document and track meetings with students or parents/guardians.

Reference for contact information for community services workers involved with the student.

**USERS:**

School counsellors, school-based team

**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



**TITLE:**

**Criminal Record Checks - Volunteers**

**DEPARTMENT:**

Education

**LOCATION:**

Kept in locked filing cabinet in main office.

List of volunteer names kept in Administrator's office with tracking of who has completed a CRC.

**INDIVIDUALS IN BANK:**

Volunteers for classroom support, field trips, PAC members, members of public that are involved one-on-one with students.

**INFORMATION MAINTAINED:**

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

**PURPOSE:**

To ensure the safety and security of the students by checking criminal history of volunteers.

**USERS:**

Administrator

School staff are informed of the status of the CRC for the volunteer but do not access the completed forms.

**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.



**TITLE:**

CUPE & BCTF/TTOC Seniority Lists

**DEPARTMENT:**

Education

**LOCATION:**

Staff room

**INDIVIDUALS IN BANK:**

CUPE Staff and Teaching Staff

**INFORMATION MAINTAINED:**

Staff names, seniority dates, work site

**PURPOSE:**

Staff to reference.

**USERS:**

Staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)

**TITLE:**

Driver's Abstract

**DEPARTMENT:**

Education

**LOCATION:**

Kept in locked filing cabinet in the main office.

**INDIVIDUALS IN BANK:**

Staff who drive students to and from school events.

**INFORMATION MAINTAINED:**

Driver name, date of birth, driver class, driver's license number, expiry date, information on offenses, current proof of insurance with minimum of \$1 million third party liability.

**PURPOSE:**

To ensure the safety record of drivers for students being transported to and from school events.

**USERS:**

Administrators

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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



**TITLE:**

**Fees - Record of School Fees Paid/Owing**

**DEPARTMENT:**

Education

**LOCATION:**

Handwritten record of fees on class lists, when payment is received. This is kept in a locked cabinet in the main office.

Electronic bookkeeping data.

**INDIVIDUALS IN BANK:**

Students, teachers, community group contacts

**INFORMATION MAINTAINED:**

May include name, gender, grade, homeroom, pupil number, amount paid/owing to school, fee types, payment method, comments, staff name

**PURPOSE:**

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

Recording community organizations renting facilities.

**USERS:**

School office staff, administrators, teachers

**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

**TITLE:**

**Field Rentals User List & Field Rental Permits**

**DEPARTMENT:**

Education

**LOCATION:**

Hard copy - filing cabinets in main office.

**INDIVIDUALS IN BANK:**

Members of the public.

**INFORMATION MAINTAINED:**

Names, Community Group, phone numbers.

**PURPOSE:**

To keep track of rental information at school facilities.

**USERS:**

Clerical, Administration.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 103(2)

**TITLE:**

Fresh Grade

**DEPARTMENT:**

Education

**LOCATION:**

Electronic, web-based software

**INDIVIDUALS IN BANK:**

Student, teachers

**INFORMATION MAINTAINED:**

Student names, grades

**PURPOSE:**

Tracking and communicating student progress

**USERS:**

Teachers, students, parents.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

FSA results

**DEPARTMENT:**

Education

**LOCATION:**

Administrator's office in electronic format. Office locked when administrator not present.

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Student name, assessment performance, subject area, PEN

**PURPOSE:**

Tracking of completed FSAs  
Informs school goals.  
District data collection.

**USERS:**

Administrator, school-based team members, teachers

**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

**TITLE:**

Graduation File

**DEPARTMENT:**

Education

**LOCATION:**

List of students who graduation

**INDIVIDUALS IN BANK:**

List of students who graduation

**INFORMATION MAINTAINED:**

Information on graduation requirements met and diploma types.  
Student name, ancestry, date of birth, scholarship awards/fees records.

**PURPOSE:**

Maintain records for graduating students.  
Cohort tracking over multiple years for graduation rates.

**USERS:**

Office staff, administrators

**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

**TITLE:**

G-Suite/MyBluePrint/Moodle/Class Dojo

**DEPARTMENT:**

Education

**LOCATION:**

Electronic, web-based software

**INDIVIDUALS IN BANK:**

Students, teachers, parents

**INFORMATION MAINTAINED:**

May contain name, grade, the student's school activities, video and photographs, assignment documents, scheduled courses, assignment, grad portfolio

**PURPOSE:**

Electronic portal for teachers, students, and parents to track and monitor students' educational progress. Communication and collaboration with parents regarding school activities and their student.

**USERS:**

Teachers, students, parents.

**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

**TITLE:**

Homestay Family Information

**DEPARTMENT:**

Education

**LOCATION:**

Locked filing cabinet drawer in main office  
MyEducation BC

**INDIVIDUALS IN BANK:**

International students, Homestay families

**INFORMATION MAINTAINED:**

Student name, passport, DOB, permission forms, PEN, ender, Birth Certificate  
Homestay family member names, phone numbers, and address

**PURPOSE:**

Provide local contact information for international students in case of emergency.

**USERS:**

Administrators, clerical staff, district international 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.

**TITLE:**

Incident Reports - Students

**DEPARTMENT:**

Education

**LOCATION:**

Digital (email) and any hard copies in administrator's office. Location is locked when administrator is not present.

**INDIVIDUALS IN BANK:**

Students, administrators, school-based team members, parents/guardians, school staff.

**INFORMATION MAINTAINED:**

Student name, grade, date of incident, incident type, person reporting the incident, person recording the incident, summary of incident, witnesses, action taken on incident, parent/guardian contacts, notes.

**PURPOSE:**

Record of behaviour incidents involving students.

**USERS:**

Superintendent, administrators, school staff, parent/guardians, safe schools coordinator.

**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



**TITLE:**

Library Database

**DEPARTMENT:**

Education

**LOCATION:**

Destiny Follett

**INDIVIDUALS IN BANK:**

Students, teachers, school staff

**INFORMATION MAINTAINED:**

May contain student name, grade, homeroom, pupil #, photo, Destiny generated ID number

**PURPOSE:**

To sign out books, electronics, school learning resources

**USERS:**

Librarian, students, school admin staff, teachers

**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



**TITLE:**

**Mathletics**

**DEPARTMENT:**

Education

**LOCATION:**

Electronic, web-based software

**INDIVIDUALS IN BANK:**

Students, teachers

**INFORMATION MAINTAINED:**

Student name, grade, teacher name.

**PURPOSE:**

Provide reading support for students

**USERS:**

Students, teachers, administrator

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)



**TITLE:**

**Meal Programs**

**DEPARTMENT:**

Education

**LOCATION:**

Lists kept in clerical desk

**INDIVIDUALS IN BANK:**

Students participating in meal programs

**INFORMATION MAINTAINED:**

May contain name

**PURPOSE:**

Providing meals for students.

**USERS:**

School office staff, administrators, teachers and cafeteria staff

**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



**TITLE:**

**Munch-a Lunch Software**

**DEPARTMENT:**

Education

**LOCATION:**

Web-enabled program used by PAC to manage hot lunch programs.  
Lists kept in clerical desk

**INDIVIDUALS IN BANK:**

Student, teachers, parent

**INFORMATION MAINTAINED:**

Student names, teacher, homeroom and parent name and contact information.  
This information is not provided by the school to the PAC

**PURPOSE:**

Parents use this program voluntarily and it is not managed by the school.  
Used by PAC for administering hot lunch programs.

**USERS:**

PAC volunteers  
All PAC volunteers are subject to CRC approval.

**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

**TITLE:**

**MyEducation BC - Student Information System**

**DEPARTMENT:**

Education

**LOCATION:**

MyEd BC student information system

**INDIVIDUALS IN BANK:**

Students, school staff, parent/guardians, emergency contacts

**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, student services designations, conduct, attendance, grades, course schedules and history.

**PURPOSE:**

Ministry standard student information system for: student registration and enrolment, demographics, program participation, attendance, marks, Ministry of Education reporting requirements, educational program administration.

**USERS:**

Office, administration, IT staff, teachers, support staff, external agencies for approved requests for information.

**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), Ministerial Order M152/89

**TITLE:**

Parent Groups

**DEPARTMENT:**

Education

**LOCATION:**

School office, counsellor's office

**INDIVIDUALS IN BANK:**

Parent Advisory Council executive members, grad committee members.

**INFORMATION MAINTAINED:**

Name, title, phone number and email address of PAC members

**PURPOSE:**

Contact information of parent group members for event organization.

**USERS:**

School staff

**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.

**TITLE:**

Permanent Student Record Cards

**DEPARTMENT:**

Education

**LOCATION:**

Locked file cabinets in the school main office when a student withdraws. Will be sent to the receiving school with the student file.

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Name, date of birth, place of birth, address, school ID number, course participation, grades, school enrollment history, and attendance

**PURPOSE:**

Ministry of Education legal requirement to maintain a permanent record of each student's educational history

**USERS:**

Office staff, administrators, teachers, counsellors

**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



**TITLE:**

Professional Growth Plans

**DEPARTMENT:**

Education

**LOCATION:**

Pro-D committee chair

**INDIVIDUALS IN BANK:**

Teachers

**INFORMATION MAINTAINED:**

Teachers' growth plans, teacher names, name of supervising colleague, administrator name.

**PURPOSE:**

Tracking and informing professional development needs.

**USERS:**

Teacher, administrator and Pro-D committee

**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)



**TITLE:**

**Provincial Exams and Assessments**

**DEPARTMENT:**

Education

**LOCATION:**

Hard copies kept in locked file room in main office.

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

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

**PURPOSE:**

Tracking student success and informing student progress.

**USERS:**

Administrators, school-based team

**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

**TITLE:**

RAZ-Kids

**DEPARTMENT:**

Education

**LOCATION:**

Electronic, web-based software

**INDIVIDUALS IN BANK:**

Teachers

**INFORMATION MAINTAINED:**

Teacher name, homeroom, school location, student first name, grade.

**PURPOSE:**

Provide reading support tools for students.

**USERS:**

Teachers, students, school staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)



**TITLE:**

Scholastic

**DEPARTMENT:**

Education

**LOCATION:**

Electronic, web-based software

**INDIVIDUALS IN BANK:**

Students, parents and staff

**INFORMATION MAINTAINED:**

Student names and order summary

**PURPOSE:**

Provide students with opportunities to purchase reading materials through Scholastic

**USERS:**

Teachers, students, school staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

**School Registration Forms**

**DEPARTMENT:**

Education

**LOCATION:**

Student cumulative file in locked cabinets in the main office.

**INDIVIDUALS IN BANK:**

Students, parent/guardian and emergency contact information, doctors.

**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, parent/guardian signature

**PURPOSE:**

Information is keyed into MyEdBC. Used for emergency situations, custody and medical alerts and informs student programming.

**USERS:**

School office staff, administrators, teachers

**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, 81, 168(2)(t), Ministerial Order M152/89



**TITLE:**

SMS - Student Management System

**DEPARTMENT:**

Education

**LOCATION:**

Web-based software

**INDIVIDUALS IN BANK:**

Student, teachers, parent/guardian

**INFORMATION MAINTAINED:**

Student name, gender, birthdate, grade, address, phone number, email address, parent/guardian and emergency contact information, primary school name, course enrollment, grading information, teacher names.

**PURPOSE:**

Track the registration of students participating in DESK programming.

**USERS:**

Teachers, administrators, clerical

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

StrongStart

**DEPARTMENT:**

Education

**LOCATION:**

MyEd BC student information system

**INDIVIDUALS IN BANK:**

Students, parent/guardian contacts, emergency contacts, strongstart facilitator

**INFORMATION MAINTAINED:**

Student names, gender, birthdate, address, parent/guardian names and phone numbers, emergency contact names and phone numbers, facilitator name, attendance information.

**PURPOSE:**

Track student attending StrongStart programs.

**USERS:**

Facilitator, district staff.

**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



**TITLE:**

**Student Files - Cumulative Files**

**DEPARTMENT:**

Education

**LOCATION:**

School Office, MyEdBC

**INDIVIDUALS IN BANK:**

Students, parent/guardians, teachers, school-based teams, counsellors, community agencies

**INFORMATION MAINTAINED:**

May include registration form, proof of address for parent/guardian, custody agreements, court orders, grades, attendance, discipline, psychoeducational reports, assessments, referral forms, 1701 designation, 1701 Data Collection, permanent record cards (PR card), progress reports, learning assistance reports, IEP's, student behaviors, outside agency reports, birth certificate, suspension letters, Transfer forms,

**PURPOSE:**

Provides a repository and historical record of programs students have attended and educational performance. Informs student programming.

1701 Data Collection: Ministry of Education reporting for funding, tracking students and program planning

Student Transfer forms: Tracks student movement and history

**USERS:**

Office staff, administrators, school-based team, and teachers, Aboriginal Academic Success staff, counsellors, school board staff

**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 75, 79, 81, 168(2)(t) and Ministerial Order M152/89

**TITLE:**

**Student Information Verification**

**DEPARTMENT:**

Education

**LOCATION:**

Locked file cabinets in the school main office.

**INDIVIDUALS IN BANK:**

Students, parents/guardians, emergency contacts, siblings

**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:**

Annual form is sent home for parent/guardian to complete and validate accuracy of student information.

**USERS:**

School office staff, administrators, teachers, parents/guardians.

**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)



**TITLE:**

**Student Medical Emergency Procedure Plan**

**DEPARTMENT:**

Education

**LOCATION:**

Staff room, first aid room, counsellor's office

Kept in staff classroom for teachers who have a student in their class that is subject to a medical emergency procedure plan.

**INDIVIDUALS IN BANK:**

Students with medical concerns

**INFORMATION MAINTAINED:**

Student medical plan: name, date of birth, photo, 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.

Medical Attestation Form: name, date of birth, parent/guardian name and contact information, physician notes regarding medication, dosage and directions, physician signature and parent/guardian signature.

**PURPOSE:**

Provides medical information and medical procedure plan for students with medical condition that may require intervention by school staff.

**USERS:**

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

**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), Ministerial Order M152/90

**TITLE:**

Student Medication Logs / Request for Administration of Medication at School form

**DEPARTMENT:**

Education

**LOCATION:**

Filing cabinet in main office vault (student file)  
Medical room

**INDIVIDUALS IN BANK:**

Students with medication/medical requirements

**INFORMATION MAINTAINED:**

Name, date of birth, parent/guardian name and contact information, physician notes regarding medication, dosage and directions, physician signature and parent/guardian signature.

**PURPOSE:**

Provides a record of medications on hand and administered

**USERS:**

School administration, teachers, education assistants, first aid attendant

**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), Ministerial Order M152/91

**TITLE:**

**Student Tracking Information**

**DEPARTMENT:**

Education

**LOCATION:**

Administrator - VTRA info kept electronically on computer.

Any assessment information for non-designated students would be kept on the student cumulative file - locked file room in main office.

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Depending on type of assessment, may contain student name, date of birth, grade, PEN, assessment results, potential violent acts or threats (VTRA), parent/guardian contacts, third-party intervention members.

**PURPOSE:**

Provides results of assessments by counsellors, Speech Language Pathologists, occupational therapists, psychologists, physiotherapists. Information provides basis for specialized programs for students with unique educational needs.

**USERS:**

District principal of Student Support Services, administrators, school-based team, teachers, counsellors, therapists

**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/M152/90



**TITLE:**

Trades - Train-in-Trades, Work-in-Trades, Dual Credit

**DEPARTMENT:**

Education

**LOCATION:**

MyEd BC student information system  
Vice Principal/Counsellor's office

**INDIVIDUALS IN BANK:**

Students participating in trades/dual credit programs

**INFORMATION MAINTAINED:**

Lists of students participating in dual credit, course registration at the school level.

**PURPOSE:**

To track students in programs.

**USERS:**

Counsellors, administrators.

**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



**TITLE:**

Transcript of Grades

**DEPARTMENT:**

Education

**LOCATION:**

Student cumulative files. Locked in storage rooms.

**INDIVIDUALS IN BANK:**

Graduated students

**INFORMATION MAINTAINED:**

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

**PURPOSE:**

Provides course history for successful course completion by students at the date of graduation.

**USERS:**

School office staff and graduated students

**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), Ministerial Order M152/09

**TITLE:**

TRAX (Ministry TRAX reports: non-grad lists, TVRs)

**DEPARTMENT:**

Education

**LOCATION:**

Electronic copies during TRAX time.

Counsellor's office and career life connections teachers may keep hard copies for non-grads.?

**INDIVIDUALS IN BANK:**

Grade 10-12 students

**INFORMATION MAINTAINED:**

Student legal name, PEN#, birthdate, gender, grade, address, graduation date, career program enrollment, graduation program, course history, course completion, provincial exams and assessments, Ministry non-grad reports.

**PURPOSE:**

Provide Ministry of Education with student progress towards graduation. Tracking required provincial assessments. Providing information to generate official graduation transcripts and diplomas.

**USERS:**

School counsellors and administrators.

Ministry of Education staff responsible for graduating students.

**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

**TITLE:**

Vendor Files

**DEPARTMENT:**

Education

**LOCATION:**

Clerical desk. Office is locked when staff not present.

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Student name, age, date of birth, vendor names and contact information.

**PURPOSE:**

To record participation in classes outside of DESK programming and payments for student participation in those classes.

**USERS:**

Clerical staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)

**TITLE:**

**Work Experience Placement Agreements and Forms**

**DEPARTMENT:**

Education

**LOCATION:**

Main Office vault - student file  
Work Experience Teacher

**INDIVIDUALS IN BANK:**

Students participating in work experience programs.

**INFORMATION MAINTAINED:**

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

**PURPOSE:**

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

**USERS:**

Employer, school administrator, counsellors and work experience teacher.

**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





## 1.2. Board Office

**TITLE:**

Administrator Staff Files

**DEPARTMENT:**

International Program

**LOCATION:**

Administrator in a secured filing cabinet. Office is locked when no one is present.

**INDIVIDUALS IN BANK:**

School staff

**INFORMATION MAINTAINED:**

Contracts, timesheets.

**PURPOSE:**

Audit retention requirements.

**USERS:**

Administrators

**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)

**TITLE:**

Active Directory

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, IT Department, Operations & Transportation, Inclusive Education, Innovative Learning, International

**LOCATION:**

Cloud storage programs, data center

**INDIVIDUALS IN BANK:**

District staff and students

**INFORMATION MAINTAINED:**

Staff: First name, last name, work location, staff ID number, email addresses, phone contact information

Students: First name, last name, associated schools, pupil number, grad year, email addresses

**PURPOSE:**

Providing access to district technology necessary of delivery of education.

**USERS:**

IT department staff, HR staff, classroom teachers, school administrators and clerical staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)



**TITLE:**

Application forms for Youth-Train-in-Trades, Youth-Work-in-Trades

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Hard copies submitted for admission to YTIT and YWIT program

**INDIVIDUALS IN BANK:**

Students, Parents

**INFORMATION MAINTAINED:**

Student name, date of birth, gender, medical information, health alerts, custody alerts, parent/guardian contact information, personal health number, Personal Education Number, language, Aboriginal ancestry, emergency contact information.

**PURPOSE:**

Enrolling potential student sin YTIT and YWIT

**USERS:**

Innovative Learning Staff, school staff where student is registered.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3) and 82.2



**TITLE:**

**Board of Trustees Contact list**

**DEPARTMENT:**

Superintendent, Secretary-Treasurer

**LOCATION:**

Hard copy in Executive Assistant's Office  
Electronic copy - shared department drive

**INDIVIDUALS IN BANK:**

Board of Trustees

**INFORMATION MAINTAINED:**

Trustee names, phone numbers, email addresses, physical addresses.

**PURPOSE:**

Reference list of school trustees

**USERS:**

Executive Assistant, Superintendent, Secretary-Treasurer, Trustees

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 79(3)

**TITLE:**

**Bussing Software**

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Web-based software

**INDIVIDUALS IN BANK:**

Students, Drivers

**INFORMATION MAINTAINED:**

Students: first name, last name, phone number, address, grade, age, school, parent/guardian and emergency contact information, medical alert information.  
Bus Drivers: First name, last name, phone number (home/cell), employee seniority date, employee ID, certifications, driver abstracts.

**PURPOSE:**

Deliver transportation services to students.

**USERS:**

Director of Operations, Manager of Operations, clerical staff, transportation coordinator and assistants.

District relief staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)



**TITLE:**

Criminal Record Checks / HR

**DEPARTMENT:**

Human Resources

**LOCATION:**

Electronic - web based program accessed with a login

**INDIVIDUALS IN BANK:**

District staff

**INFORMATION MAINTAINED:**

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

**PURPOSE:**

To ensure the safety and security of the students by checking criminal history of district employees or potential employees.

**USERS:**

Executive Assistant

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c).



**TITLE:**

**Criminal Record Checks / International Program**

**DEPARTMENT:**

International Program

**LOCATION:**

Administrator's office in locked cabinet.

**INDIVIDUALS IN BANK:**

Homestay host families

**INFORMATION MAINTAINED:**

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

**PURPOSE:**

To ensure the safety and security of the students by checking criminal history homestay families.

**USERS:**

Administrator, admissions staff and homestay manager.

**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.

**TITLE:**

**CUPE Postings**

**DEPARTMENT:**

Inclusive Education

**LOCATION:**

Hard copy - Coordinator's office filing cabinet.

**INDIVIDUALS IN BANK:**

Department support staff

**INFORMATION MAINTAINED:**

Staff name of successful candidate

**PURPOSE:**

Staff reference files, confirmation of staff information.

**USERS:**

Inclusive Ed Coordinator

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)



**TITLE:**

**CUPE/BCTF Seniority Lists**

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, IT Department, Operations & Transportation, Inclusive Education, Innovative Learning, International

**LOCATION:**

SBO Staff Room

**INDIVIDUALS IN BANK:**

District staff

**INFORMATION MAINTAINED:**

Staff name, location, seniority date, # of hours for position.

**PURPOSE:**

Referral list for staff.

**USERS:**

SBO staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)

**TITLE:**

Director's Journals

**DEPARTMENT:**

Inclusive Education

**LOCATION:**

Hard copy of files in progress - Director's office

**INDIVIDUALS IN BANK:**

District staff, students, parents/guardians, external agencies

**INFORMATION MAINTAINED:**

Names, phone numbers, email address, information recorded from meetings, phone calls, emails, reports from interactions with identified individuals.

**PURPOSE:**

Legal cases and/or dispute resolution, and/or report to RCMP and teacher regulation branch.

**USERS:**

Inclusive Ed Director, Director of HR, Superintendent, legal professionals, arbitration personnel, RCMP

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 79(3), 81 and 168(2)(t) and (k), FIPPA s. 26(c), Ministerial Order 152/89



**TITLE:**

District Archives - Employee Files

**DEPARTMENT:**

Superintendent's Department

**LOCATION:**

Hard copy of files

**INDIVIDUALS IN BANK:**

Former employees

**INFORMATION MAINTAINED:**

May include employment related records including employment history, payroll records, leave of absence records, benefits and pension records, etc.

**PURPOSE:**

To provide for a historical and archival record of former School District employees.

**USERS:**

Superintendent, Secretary Treasurer, Payroll & Benefits

**AUTHORITY FOR COLLECTION OF INFORMATION:**

School Act s.15 (1), Employment Standards Act, Employment Insurance Act, Income Tax Act

**TITLE:**

Driver's Abstracts

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Hard copies - Transportation Coordinator's office filing cabinet. Locked when staff not present

**INDIVIDUALS IN BANK:**

District bus drivers, maintenance staff

**INFORMATION MAINTAINED:**

Names, driver's license number, date of birth, driving history.

**PURPOSE:**

Ensure safe drivers for district vehicles.

**USERS:**

Director of Operations, Transportation Coordinator, Manager of Operations.

**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

**TITLE:**

**Driver Evaluation Forms**

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Hard copies - Transportation Coordinator's office filing cabinet. Locked when staff not present

**INDIVIDUALS IN BANK:**

Bus drivers

**INFORMATION MAINTAINED:**

Names, notes on performance and meetings with drivers.

**PURPOSE:**

Fulfil district requirements for staff evaluations.

**USERS:**

Director of Operations, Transportation Coordinator, Manager of Operations.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

School Act Section 15 (1). Freedom of Information and Protection of Privacy Act, Section 26(c)



**TITLE:**

**Dual Credit Management System**

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Web-based software

**INDIVIDUALS IN BANK:**

Students, College contacts

**INFORMATION MAINTAINED:**

College contact name, email and phone number.

Student name, student number, PEN number, grade, birthdate, grad year, ITA ID#, home school, gender, aboriginal status, SIN, address, phone numbers, email address, medical information, program information, grades and fees/payments.

**PURPOSE:**

Manage program information for students participating in Youth Work in Trades and Youth Train in Trades.

**USERS:**

Innovative Learning staff, district staff responsible for YWIT and YIT programs.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

Duty Status Sheets/Driver Logs/Pre-Trips

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Hard copies - Transportation Coordinator's office filing cabinet. Locked when staff not present

**INDIVIDUALS IN BANK:**

Bus drivers, all maintenance staff

**INFORMATION MAINTAINED:**

Names

**PURPOSE:**

Motor Vehicle branch requirements to track district vehicle use, hours of service, safety requirements.

**USERS:**

Director of Operations, Transportation Coordinator, Manager of Operations and transportation coordinator assistants, district mechanics.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

School Act Section 15 (1). Freedom of Information and Protection of Privacy Act, Section 26(c)

**TITLE:**

E-Serve

**DEPARTMENT:**

Payroll

**LOCATION:**

Electronic - web based program accessed with a login

**INDIVIDUALS IN BANK:**

District staff

**INFORMATION MAINTAINED:**

Staff name, location, timesheet entries for hours worked. Includes leaves and type of leave.

**PURPOSE:**

Approval for payroll

**USERS:**

Inclusive Ed Director

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)





**TITLE:**

Employee arbitration files

**DEPARTMENT:**

Inclusive Education

**LOCATION:**

Hard copy of files in progress - Director's office

**INDIVIDUALS IN BANK:**

Department staff

**INFORMATION MAINTAINED:**

Staff names, phone numbers, addresses, date of birth, certifications, transcripts, employee history, investigation file, complete employee file, electronic files. May include medical information, raw investigation data, police information, if applicable. May include student information where a student has been interviewed.

**PURPOSE:**

Legal cases and/or dispute resolution, and/or report to RCMP and teacher regulation branch.

**USERS:**

Inclusive Ed Director, Director of HR, Superintendent, legal professionals, arbitration personnel, RCMP

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act, sections 79(3)



**TITLE:**

Expense Reimbursements

**DEPARTMENT:**

All departments

**LOCATION:**

Hard copy or electronically

**INDIVIDUALS IN BANK:**

Department staff

**INFORMATION MAINTAINED:**

Staff name, address and phone number

**PURPOSE:**

Reimbursement of expenses for staff.

**USERS:**

Department heads and relevant staff submitting expense claims.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)



**TITLE:**

Financial Disclosures

**DEPARTMENT:**

Superintendent, Secretary-Treasurer

**LOCATION:**

Hard copy - in Executive Assistant Desk. Office is locked when staff not present.

**INDIVIDUALS IN BANK:**

Trustees

**INFORMATION MAINTAINED:**

Trustee names, address, position on the board.

**PURPOSE:**

Provincial requirement for fulfilling a role as a trustee.

**USERS:**

Superintendent, Secretary-Treasurer, Executive Assistant.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Financial Disclosure Act



**TITLE:**

**French Immersion Student Applications**

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Hard copies submitted for admission to FI program  
Locked filing cabinet in Innovative Learning Dept.

**INDIVIDUALS IN BANK:**

Students, Parents, Siblings

**INFORMATION MAINTAINED:**

Student name, date of birth, gender, medical information, health alerts, custody alerts, parent/guardian contact information, personal health number, Personal Education Number, language, Aboriginal ancestry, emergency contact information

**PURPOSE:**

Collecting admission information for students entering the FI program.

**USERS:**

Innovative Learning department staff, FI schools for student admission.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 170



**TITLE:**

**Getting Them There**

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Web-based software accessed through district servers

**INDIVIDUALS IN BANK:**

Students, Drivers

**INFORMATION MAINTAINED:**

Students: first name, last name, phone number, address, grade, age, school, medical alert information.

Bus Drivers: First name, last name, phone number (home/cell), employee seniority date, employee ID

**PURPOSE:**

Deliver transportation services to students.

**USERS:**

Director of Operations, Manager of Operations, clerical staff, transportation coordinator and assistants.

District relief staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

**G-suite**

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, IT Department, Operations & Transportation, Inclusive Education, Innovative Learning, International

**LOCATION:**

Cloud storage programs, data center

**INDIVIDUALS IN BANK:**

District Staff, Students, agents, homestay parents

**INFORMATION MAINTAINED:**

Staff: First name, last name, work location, staff ID number, email addresses, phone contact information

Students: First name, last name, associated schools, pupil number, grad year, email addresses

International Program: Passports, study permits are temporarily loaded to a shared drive.

Agent contact information, student photos

Homestay declarations

**PURPOSE:**

Providing access to district technology necessary of delivery of education.

Drive storage, shared files, chat tools, email, google classroom, learning management tools

International Program: To collect information into one spot to be loaded into TRUE North so international staff picking up arriving students.

Reporting student events to agents and families.

Convenient access to current information for international department.

Documents are temporarily held here until uploaded to TRUE North.

**USERS:**

All district staff and students have access, following consent process.

International Program: International education staff, including administrator, admissions staff, homestay manager, homestay contractors, education assistant.

**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



**TITLE:**

Grievance Files

**DEPARTMENT:**

HR Department

**LOCATION:**

District Office

**INDIVIDUALS IN BANK:**

Employees who have filed grievances

**INFORMATION MAINTAINED:**

Documentation on union grievances and resolutions relating to collective agreement administration, discipline, or other workplace matters

**PURPOSE:**

For use in resolving grievances.

**USERS:**

HR Director and department supervisors

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act Section 15(1)



**TITLE:**

Help Desk

**DEPARTMENT:**

IT Department

**LOCATION:**

Data Centre

**INDIVIDUALS IN BANK:**

District staff and students

**INFORMATION MAINTAINED:**

Staff: Names and emails, phone numbers

Student: Names, emails, pupil numbers.

**PURPOSE:**

Logging support requests

**USERS:**

District IT staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

FIPPA 26(c)



**TITLE:**

Laserfiche Database

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, Inclusive Education

**LOCATION:**

Electronic - web based program accessed with a login

**INDIVIDUALS IN BANK:**

District staff - current and historical

**INFORMATION MAINTAINED:**

Employee and Student files - names, contact information, assessments, evaluations, medical information, WorkSafe, investigations, discipline, job positions, etc. Complete employee information: names and contact information, SIN, etc. Leaves of Absence, resignation, retirements.

**PURPOSE:**

Current and historical storage of staff records and payroll information.

**USERS:**

Director of HR, Manager of HR, Executive Assistant, Clerical Staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

FIPPA 26(c)



**TITLE:**

Letters of Complaint

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Hard copies in locked file. Received and responded to via email.

**INDIVIDUALS IN BANK:**

Parents, MLAs, community members

**INFORMATION MAINTAINED:**

Names, email addresses

**PURPOSE:**

Responding to community concerns and mitigating circumstances.

**USERS:**

Directors of Innovative Learning and Inclusive Ed, Superintendent.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

School Act Section 15(1). Freedom of Information and Protection of Privacy Act, Section 26(c)



**TITLE:**

**Maintenance Orders**

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Hard copy - Director of Innovative Learning office.

Hard copy - in schools

Shredded at the end of the 90-day period.

**INDIVIDUALS IN BANK:**

Parent/guardians, any member of the community

**INFORMATION MAINTAINED:**

Name, address, details of why order is in place.

Expires at the end of 90 days.

**PURPOSE:**

Ensure safe culture and climate in the school environment. Comply with school act.

**USERS:**

Safe School staff, school staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

FIPPA 26(c)

**TITLE:**

**Make a Future Database**

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, IT Department, Operations & Transportation, Inclusive Education, Innovative Learning, International

**LOCATION:**

Electronic - web based program accessed with a login

**INDIVIDUALS IN BANK:**

Potential and current employees applying for positions in the district.

**INFORMATION MAINTAINED:**

Names, contact information, resumes, certifications, names and contact information for references.

**PURPOSE:**

Assessment of suitability of potential employees.

**USERS:**

Director of Departments, Manager of Departments, Executive Assistants, clerical staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

FIPPA 26(c)



**TITLE:**

Medical Services Plan program

**DEPARTMENT:**

International Program

**LOCATION:**

Web-based software system

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Student name, birthdate, study permit information, address where the student is residing in Canada during their period of study.

**PURPOSE:**

To register international students for MSP

**USERS:**

International education staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

**Motor Vehicle Forms (Vehicle incidents)**

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Hard copies kept in department filing cabinets.

Transportation Coordinator may keep copies for follow-up where required

**INDIVIDUALS IN BANK:**

Any operator of a district vehicle.

**INFORMATION MAINTAINED:**

Names, driver's license number, telephone number, address, details of incident.

**PURPOSE:**

Record motor vehicle incidents with district vehicles. Inform department safety protocols.

**USERS:**

Transportation Coordinator, Manager of Operations, Director of Operations, Safety Committee Members, department clerical staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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

**TITLE:**

**MyEducation BC - Student Information System**

**DEPARTMENT:**

Innovative Learning Services, Inclusive Education, International Program, IT Department

**LOCATION:**

MyEd BC student information system, Cloud Storage

**INDIVIDUALS IN BANK:**

Students, staff, parent/guardians, emergency contacts, doctors, dentists

**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, student services designations, conduct, attendance, grades, course schedules and history.

**PURPOSE:**

Ministry standard student information system for: student registration and enrolment, demographics, program participation, attendance, marks, Ministry of Education reporting requirements, educational program administration.

**USERS:**

District Principal, district IT staff, district teachers and support staff, Innovative Learning department staff.

**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), Ministerial Order M152/89

**TITLE:**

Office 365 (Outlook, OneDrive/Sharepoint)

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, IT Department, Operations & Transportation, Inclusive Education, Innovative Learning, International

**LOCATION:**

Cloud storage programs, data centre

**INDIVIDUALS IN BANK:**

District staff, students, agents, homestay parents

**INFORMATION MAINTAINED:**

Staff: First name, last name, work location, staff ID number, email addresses, phone contact information

Students: First name, last name, associated schools, pupil number, grad year, email addresses

International Program: Passports, study permits are temporarily loaded to a shared drive.

Agent contact information, student photos

Homestay declarations

**PURPOSE:**

Providing district staff communication tool.

Providing access to district technology necessary of delivery of education.

Drive storage, shared files, chat tools, learning management tools

International Program: To collect information into one spot to be loaded into TRUE North so international staff picking up arriving students.

Reporting student events to agents and families.

Convenient access to current information for international department.

Documents are temporarily held here until uploaded to TRUE North.

**USERS:**

All district staff and students have access, following consent process.

International Program: International education staff, including administrator, admissions staff, homestay manager, homestay contractors, education assistant.

**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



**TITLE:**

Permanent Student Record Cards

**DEPARTMENT:**

International Program

**LOCATION:**

School office - student cumulative file

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Name, date of birth, place of birth, address, parent contact information, school ID number, course participation, grades, school enrollment history, and attendance

**PURPOSE:**

Ministry of Education legal requirement to maintain a permanent record of each student's educational history

**USERS:**

International education staff.

**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

**TITLE:**

**Staff Contact Lists**

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, IT Department, Operations & Transportation, Inclusive Education, Innovative Learning, International

**LOCATION:**

Electronic on department computers  
Hard copies on bulletin boards with staff.

**INDIVIDUALS IN BANK:**

Staff

**INFORMATION MAINTAINED:**

Names, address, phone numbers

**PURPOSE:**

Enable communication

**USERS:**

Staff

**AUTHORITY FOR COLLECTION OF INFORMATION:**

FIPPA 26(c)

**TITLE:**

**Scholarship Applications**

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Hard copies submitted for scholarship consideration. Locked cabinet in Innovative Learning office

**INDIVIDUALS IN BANK:**

Students

**INFORMATION MAINTAINED:**

Student name, date of birth, grade, graduation information

**PURPOSE:**

Evaluation of students for scholarship eligibility

**USERS:**

Innovative Learning staff, school staff, scholarship committee.

**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.

**TITLE:**

SDS

**DEPARTMENT:**

Superintendent, Secretary-Treasurer, Human Resources, Finance Department, Inclusive Education

**LOCATION:**

Electronic - web based program accessed with a login

**INDIVIDUALS IN BANK:**

District staff

**INFORMATION MAINTAINED:**

Staff name, contact information, work location, job position, banking information, emergency contact, payroll information

Names and contact information, SIN.

**PURPOSE:**

Managing staff assignments. Staff demographics required for employment.

**USERS:**

Director of HR, Manager of HR, Executive Assistant, clerical staff.

Inclusive Ed Director, Coordinator, clerical support

**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)



**TITLE:**

**SFE (Smart Find Express)**

**DEPARTMENT:**

Human Resources, Finance Department

**LOCATION:**

Electronic - web based program accessed with a login

**INDIVIDUALS IN BANK:**

District staff

**INFORMATION MAINTAINED:**

Staff name, contact information employee ID, position, work location, hours worked, availability, classifications.

**PURPOSE:**

Absence tracking

**USERS:**

Directors, Managers, Executive Assistants, clerical staff.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

FIPPA 26(c)

**TITLE:**

Staff Records

**DEPARTMENT:**

All Departments

**LOCATION:**

Electronic on Directors' computer.

Hard copy in Managers' office files. Locked when no staff present.

**INDIVIDUALS IN BANK:**

Department employees

**INFORMATION MAINTAINED:**

Names, staff evaluations, training, professional development

**PURPOSE:**

Fulfil district requirements for staff evaluations.

**USERS:**

Directors of Departments, Managers of Departments, Human Resources.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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



**TITLE:**

**Special Education Files/1701 Designation Files & Student Files**

**DEPARTMENT:**

Inclusive Education

**LOCATION:**

Secured server storage  
Locked file storage area

**INDIVIDUALS IN BANK:**

Students referred for relevant assessment (Deaf & Hard of Hearing, Inclusion Support, Occupational Therapy, Physiotherapy, School Psychology, Speech & Language, Augmentative Communication/SET BC, Vision Services, Mental Health & Addictions) or currently using services. Parent/guardian contacts for student, school-based team members, psychologists, doctors who may have been involved in assessment delivery.

**INFORMATION MAINTAINED:**

1701 Designation Files: IEP, sensitive assessments, supporting documents for designation, detailed information regarding events, meeting notes with parent/guardians, assessment results, potential violent acts or threats.

Student Files: 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, student services designations, conduct, attendance, grades, course schedules and history.

Special Education Files: All assessment information relevant to services being provided. Student safety plans, behaviour plans, transition plans, medical reports, inter-agency team meeting reports/minutes, student incident reports (suspension, etc.).

Community Links information for external services to students enrolled in student services.

Names and phone numbers for community agencies providing services.

**PURPOSE:**

Collected for the purposes of program delivery for students in student services.

Requirement for accountability for designation of students for student services.

1701 Designation Files: Identifying students with student services designation for Ministry audit. Tracking education plan for students with unique educational programming requirements



**USERS:**

District professionals and department members involved in assessment and delivery of service.

Reports are shared with parents and school-based teams.

May be provided to external professionals upon submission of appropriate requests for information.

Ministry of Children and Families to provide services for non-school age children.

1701 Designation Files: District principal, school administrator, clerical staff, school-based team, and teachers

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of Information and Protection of Privacy Act, Section 26(c). School Act sections 75, 79(3), 81, 85(2), 88, 168(2)(a) (t) and 168 (2)(t) and (k) - includes the retention period (Permanent student records order #3), Ministerial Order M152/89, Ministry of education Special Education Services manual



**TITLE:**

**Student Files - Archived**

**DEPARTMENT:**

Inclusive Education

**LOCATION:**

Bank of locked filing cabinets in department office (Nelson)

**INDIVIDUALS IN BANK:**

Students who have been referred for student services or students for whom service is being provided.

**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, student services designations, conduct, attendance, grades, course schedules and history.

All assessment information relevant to services being provided.

Student safety plans, behaviour plans, transition plans, medical reports, inter-agency team meeting reports/minutes, student incident reports (suspension, etc.).

Community Links information for external services to students enrolled in student services.

Names and phone numbers for community agencies providing services.

**PURPOSE:**

Collected for the purposes of program delivery for students in student services.

Requirement for accountability for designation of students for student services.

**USERS:**

Inclusive Ed department staff, school based teams

Potentially external agencies or students and families, through an appropriate information request.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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



**TITLE:**

**Student Files - International Program**

**DEPARTMENT:**

International Program

**LOCATION:**

In international office in locked cabinets. Funded international student files are kept in administrator's office in locked cabinets.

**INDIVIDUALS IN BANK:**

Students, parents

**INFORMATION MAINTAINED:**

Student demographics, graduation program, course history, course completion, report cards, medical information, English assessment results, conduct records, graduation and transcript information, consent forms.

**PURPOSE:**

Have a record of students enrolled in international education and tracking progress for agents and parents.

**USERS:**

Administrator, admissions staff and district international education teacher.

**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

**TITLE:**

**Student Files - Itinerant Workers**

**DEPARTMENT:**

Inclusive Education

**LOCATION:**

Kept by students' services support workers.

**INDIVIDUALS IN BANK:**

Students who have been referred for student services or students for whom service is being provided.

**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, current IEP's, student services designations, conduct, attendance, grades, course schedules and history.

All assessment information relevant to services being provided to the students the itinerant worker is involved with.

**PURPOSE:**

Collected for the purposes of program delivery for students in student services. Requirement for accountability for designation of students for student services.

**USERS:**

Inclusive Ed department staff, school-based teams

Potentially external agencies or students and families, through an appropriate information request.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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

**TITLE:**

**TRUE North International Student Management Software**

**DEPARTMENT:**

International Program

**LOCATION:**

International Program

**INDIVIDUALS IN BANK:**

Students, homestay parents, natural parents, agents, homestay manager, school principals, teachers, education assistants

**INFORMATION MAINTAINED:**

Student demographics, including name, grade, PEN, photo, medical information, birthdate, gender, natural parent contact information, homestay contact information, program duration, flight information, agent information, incident reports, memos, immunization records, study permits, passports, transcripts, letters of acceptance, recommendations, custody information, fees charged and paid.

**PURPOSE:**

To enroll international students for study in Canada. To fulfill Canadian Immigration requirements for study in Canada. To provide audit trail for international students. Access to necessary information while students are studying in Canada.

**USERS:**

International education staff, school-based teams for viewing information relevant to student educational programming.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)



**TITLE:**

**Violent Threat Risk Assessment**

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Hard copy - master copy kept in Director of Innovative learning office. Locked when staff is not present.

Hard copy - sent to school for student cumulative file

**INDIVIDUALS IN BANK:**

Students, staff, parent/guardians

**INFORMATION MAINTAINED:**

Student first name, last name, grade, school, parent/guardian names, incident details. May include staff information, if involved.

Names of external community members: doctors, psychiatrists, counsellors, etc.

School: Date and who was present for VTRA assessment.

**PURPOSE:**

Evaluate risk behaviours, risk enhancers, development of safety and learning plans to support the student in their educational programming.

**USERS:**

Safe School staff, Director of Innovative Learning, Superintendent, Director of Inclusive Education.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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

**TITLE:**

**WebWorks - work order management system**

**DEPARTMENT:**

Operations & Transportation

**LOCATION:**

Web-based software

**INDIVIDUALS IN BANK:**

Maintenance staff, district names of request submitters

**INFORMATION MAINTAINED:**

Names of maintenance staff assigned to the work order, as well as names and work site of the person logging the request.

**PURPOSE:**

Record of requests for assigning maintenance staff and maintaining an historical record of services provided.

**USERS:**

All users who have access to log a work order have access to their own site information, Director of Operations, Manager of Operations, Operations Foreman, maintenance staff (to their own assignments).

**AUTHORITY FOR COLLECTION OF INFORMATION:**

Freedom of information and Protection of Privacy Act Section 26(c)

**TITLE:**

**Workplace Violent Incident Report Forms**

**DEPARTMENT:**

Innovative Learning Services

**LOCATION:**

Electronic - forms, spreadsheets with detail.

Blank forms will be in Forms of the District website. Completed forms submitted to Safe Schools staff.

**INDIVIDUALS IN BANK:**

Staff and students

**INFORMATION MAINTAINED:**

Student first name, last name, age, grade, school, incident details

Staff names, job title, incident details

**PURPOSE:**

Record verbal and physical incidents towards staff by students and inform district health and safety policy.

Evaluate and implement safety plans, when necessary.

**USERS:**

Safe Schools staff, Health and Safety Officer, redacted copies sent to unions and head of Inclusive Ed, as required.

**AUTHORITY FOR COLLECTION OF INFORMATION:**

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

(k) - includes the retention period (Permanent student records order #3)