



BOARD OF EDUCATION
School District No. 91 (Nechako Lakes)

Excellence | Innovation | Community

MISSION:

Achieving Educational Excellence through engaging and personalized learning

VISION:

Competent and confident learners making positive contributions in an evolving global environment

PERSONAL INFORMATION DIRECTORY

School District No. 91 (Nechako Lakes)

Date Created: November 2019

INTRODUCTION

The Freedom of Information and Protection of Privacy Act (FOIPPA) governs the collection, use, and disclosure of personal information by public bodies, and requires that records and personal information held in the custody of the public body be protected by reasonable security measures.

School District No. 91 (Nechako Lakes) collects, uses, and discloses personal information in compliance with FOIPPA, including where collection is related directly to and is necessary for an operating program or activity of the School District. The School District may only use and disclose personal information for the reasons it was obtained and as authorized by FOIPPA.

School District No. 91 (Nechako Lakes) is required under section 69(6) of FOIPPA to make available for inspection and copying by the public, a Personal Information Directory. This Directory must list each personal information bank held and list the following for each:

1. Its title and location;
2. A description of the kind of personal information and the categories of individuals whose personal information is included;
3. The authority for collecting the personal information;
4. The purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed; and,
5. The categories of persons who use the personal information or to whom it is disclosed.

The purpose of the Personal Information Directory (PID) is to document the management of personal information banks and to assist the public in identifying the location of personal information held by the School District.

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

Questions about the collection of personal information or the contents of this PID may be directed to the Secretary Treasurer of School District No. 91 (Nechako Lakes).

DEFINITIONS

Department:	The organizational unit or units with responsibility for custody of the records.
Location:	Physical site or sites at which the records are kept. Note that not all similar locations (i.e.: departments, schools) may necessarily maintain any specific bank.
Individuals in Bank:	The information whom the information is about.
Information Maintained:	Description of the type of information.
Purpose:	The reason the information is collected and required.
Users:	Self-explanatory.
Authority for Collection:	Any collection of personal information must be authorized by the <i>Freedom of Information and Protection of Privacy Act</i> . As well as permitting collection for certain purposes, the <i>Act</i> allows collection if authorized under another statute. Accordingly, most of the personal information collected by the District is pursuant to the <i>School Act</i> of B.C.

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Department:	Operations
Title:	Alarm Code List
Location:	Facilities Office
Individuals in Bank:	Staff, contractors (as required)
Information Maintained:	Name, contact information, alarm code
Purpose:	To maintain an internal list of persons who have been assigned alarm codes for school facilities
Users:	Administrators, Secretary Treasurer, Secretaries, District Administration Support
Authority:	FIPPA, School Act, Workers Compensation Act

Department:	Education
Title:	Assessment Data
Location:	District Office
Individuals in Bank:	Students
Information Maintained:	FSA and District Assessment (Numeracy, Reading, EPRA, DART) results including student name, PEN, score achieved; results that are shared externally are overall results that do not identify individual results
Purpose:	To provide a “snapshot” of how well BC students are doing in key foundational areas
Users:	Superintendent, Administrators
Authority:	School Act s. 79 (3), s. 81, FIPPA s. 26 (c), Ministerial Order 152/89, 60/94

Department:	Education
Title:	Attendance Reports
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Name, grade, and attendance
Purpose:	To track attendance, to ensure safety in the event of an emergency
Users:	Administrators, Teachers, Secretaries
Authority:	FIPPA s. 26 (c), School Act

Department:	Operations
Title:	Building Access – Key Assignment
Location:	Facilities Office, Schools
Individuals in Bank:	Employees, contract/agreement users, RCMP
Information Maintained:	Name, key assigned
Purpose:	To maintain a list of persons who have been assigned a key/fob for specific school/facility access
Users:	Operations Manager, District Administration Support, Secretaries
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Operations
Title:	Bus Behaviour Reports
Location:	Transportation Office; Schools
Individuals in Bank:	Students
Information Maintained:	Name of student, school
Purpose:	To identify inappropriate student conduct on school buses and provide a reporting mechanism for drivers to report inappropriate student behaviour
Users:	Transportation Manager, Bus Drivers, Administrators
Authority:	FIPPA, School Act, Workers Compensation Act

Department:	Superintendent
Title:	Confidential Files
Location:	District Office
Individuals in Bank:	Employees, students, parents
Information Maintained:	Concerns of sensitive and confidential nature on employees
Purpose:	Investigations, decision making, record keeping
Users:	Superintendent, Secretary Treasurer, District Administration Support, The Board (if required)
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Education
Title:	Course Selection Forms
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Name, PEN, courses requested
Purpose:	Timetabling
Users:	Administrators, School Counsellors, Secretaries
Authority:	FIPPA s. 26 (c)

Department:	Human Resources
Title:	Criminal Record Clearance List - Employees
Location:	District Office
Individuals in Bank:	Non-teaching staff
Information Maintained:	Name, criminal record clearance history
Purpose:	To comply with regulatory requirements; hiring and recruitment; to track employees that require an updated CRC to be completed and when
Users:	Human Resources Manager, District Administration Support, Secretary Treasurer
Authority:	Criminal Records Review Act s. 8, School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Education
Title:	Criminal Record Clearance List - Volunteer
Location:	Schools
Individuals in Bank:	Volunteers (<i>parents, consultants or community members</i>)
Information Maintained:	Name, contact information
Purpose:	To maintain a list of active volunteers who have completed the Criminal Record Check process and have been cleared to work with students
Users:	Secretaries, Administrators, Teachers
Authority:	Criminal Records Act s. 24.3, School Act s. 7.1

Department:	Human Resources
Title:	CUPE Job Postings – Summary of Applicants
Location:	District Office
Individuals in Bank:	CUPE employees who applied for CUPE postings
Information Maintained:	Name, seniority status and seniority date
Purpose:	To track member applications and seniority as apply to awarding or denying CUPE positions in accordance with the Collective Agreement
Users:	Superintendent, Secretary Treasurer, Human Resources Manager, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Human Resources
Title:	CUPE Casual Call-Out List
Location:	District Office, Schools
Individuals in Bank:	Employees <i>part-time and casual employees</i>
Information Maintained:	Name, work location(s), classification (position), seniority status, seniority date (if relevant), and phone number
Purpose:	Maintained in the Dispatch office in order to contact and secure part time employees and/or casual employees as replacements for various leaves of absence; call-out list ensures compliance with Collective Agreement
Users:	Dispatcher, Human Resources, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Secretary Treasurer
Title:	Driver Information Forms
Location:	District Office, Schools
Individuals in Bank:	Staff, volunteers
Information Maintained:	Name, DOB, address, contact number, driver license, driving record, vehicle insurance
Purpose:	To maintain a list of staff and volunteers whom have completed a Driver Information Form for the purpose of driving a personal vehicle to support a field trip or school activity
Users:	Secretaries, Administrators, District Administration Support
Authority:	FIPPA s. 26 (c) (d), School Act s. 7.1

Department:	Technology
Title:	Exchange Server
Location:	Microsoft Canadian Cloud
Individuals in Bank:	Employees, students
Information Maintained:	Name, email address
Purpose:	To track and manage the assignment of district user accounts (email)
Users:	IT Manager
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Education
Title:	Field Trip Consent Forms
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Student name, DOB, medical alerts
Purpose:	To confirm parental consent for field trips, provide awareness of school activities, safety of students on trips, generate an attendance roster
Users:	Teachers, Secretaries, Administrators
Authority:	FIPPA s. 26 (c)

Department:	Education
Title:	Fresh Grade Reporting System
Location:	Online Access
Individuals in Bank:	Students, parents of students
Information Maintained:	Student work (i.e. assignments, reports, presentations, etc.), marks, progress reports, etc.
Purpose:	Reporting and communicating progress and achievements with students, and parents
Users:	Teachers, Parents, Students
Authority:	FIPPA s. 26 (c)

Department:	Human Resources
Title:	Grievance Files
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Current and former employees
Purpose:	To document union grievances and resolutions relating to collective agreement administration, discipline, or other workplace matters
Users:	Superintendent, Secretary Treasurer, Human Resources
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Education
Title:	Homestay Family File
Location:	District Office
Individuals in Bank:	People who apply to be a host family
Information Maintained:	Name, address, DOB, contact information, CRC, insurance
Purpose:	To maintain a file of persons applying and/or approved to be host families for the International program
Users:	Superintendent, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Human Resources
Title:	HR Employee Files - Archives
Location:	District Office
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:	Payroll, Human Resources, Secretary Treasurer
Authority:	School Act s. 15 (1), Employment Standards Act, Employment Insurance Act, Income Tax Act

Department:	Human Resources
Title:	HR Employee Files Level 1
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Includes resume, appointment letters or contracts, training & education certificates, letters of commendation, Leave of Absence records
Purpose:	To maintain information as relates to employment
Users:	Payroll, Human Resources, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), ESA s. 28 (1)

Department:	Human Resources
Title:	HR Employee Files Level 2
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Includes performance evaluations, letters of direction, discipline, WorkSafeBC claims, Health claims, workplace accommodations
Purpose:	To maintain information as relates to employment
Users:	Human Resources, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), ESA s. 28 (1)

Department:	Secretary Treasurer
Title:	Incident Reports
Location:	District Office, Schools
Individuals in Bank:	Students, staff, and participating third parties
Information Maintained:	Name, age, sex, school, details of incident, witness names
Purpose:	To report any incident/injury/damage that may give rise to a claim
Users:	Administrators, Secretary Treasurer, Superintendent, Secretaries, Teachers, District Administration Support, SPP (as required)
Authority:	FIPPA, School Act, Workers Compensation Act, SPP

Department:	Education
Title:	International Education Student Applications
Location:	District Office, Schools
Individuals in Bank:	International students applying to attend SD91 schools
Information Maintained:	Name, address, phone number, email, health records, transcripts, passport, consent forms, any other pertinent information for purposes of applying
Purpose:	To record all international student applications made to the school district
Users:	Administrators, Superintendent, Secretaries, Teachers, District Administration Support
Authority:	FIPPA

Department:	Human Resources
Title:	Leave of Absence Records
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Requests, approvals, reasons, and days of absence
Purpose:	A system to manage leave requirements for staff including required replacement; to manage/track absence entitlements (i.e. sick, discretionary, union leave, etc.), to provide record for payment of replacement staff; to track extra time for staff including reason and amount of time
Users:	Payroll, Human Resources, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), Employment Standards Act

Department:	Human Resources
Title:	Leave of Absence Records – Archived
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Requests, approvals, reasons, and days of absence
Purpose:	To track past leaves as might impact pension
Users:	Payroll, Human Resources, Secretary Treasurer, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), Employment Standards Act

Department:	Education
Title:	Library Records - Destiny
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Library card with student name and student number
Purpose:	To track book borrowing
Users:	Teacher Librarian, Library Assistant
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	myBlueprint
Location:	Online
Individuals in Bank:	Students, teachers
Information Maintained:	Name, PEN, gender, DOB, email, grade, school, student career education information
Purpose:	Grade 7-12 planner for students and teachers to track pertinent Career Education information
Users:	Teachers, Students, IT Manager
Authority:	FIPPA s. 26 (c)

Department:	Education
Title:	Network / Computer Use Agreements
Location:	Schools
Individuals in Bank:	Students, staff
Information Maintained:	Student name, parent or guardian name
Purpose:	To ensure all site computer users read and acknowledge regulations associated with use of district network, Internet, computer, and cloud-based computing resources
Users:	Administrators, Secretaries, Teachers, Education Assistants, IT Manager
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Out of Catchment Requests
Location:	District Office, Schools
Individuals in Bank:	Students
Information Maintained:	Student name, parent/guardian name & address, contact information, catchment school, requested school
Purpose:	To maintain a record of applications for request to attend school outside of student's catchment area
Users:	Schools, Superintendent
Authority:	School Act s. 7.1, FIPPA s. 26

Department:	Payroll
Title:	Payroll Employee Files
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Includes payroll records as applicable including income tax forms, wage rates, benefits enrollment, benefits deductions, hours worked, vacation information, pension documents, membership enrollment, accruals, experience recognition, etc.
Purpose:	To maintain payroll information as relates to employment.
Users:	Payroll, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), ESA s. 28 (1), Income Tax Act, Employment Insurance Act

Department:	Education
Title:	Permanent Student Record
Location:	District Office
Individuals in Bank:	Students
Information Maintained:	Name, DOB, address, parents/guardians, attendance, school grade, place of birth, phone number, PEN, courses and grades.
Purpose:	To create a permanent student record
Users:	Administrators, Secretaries, District Administration Support
Authority:	School Act s. 79 (3), Ministerial Order 082/09

Department:	Education
Title:	Read n' Write
Location:	Online
Individuals in Bank:	Students
Information Maintained:	Name, email
Purpose:	To track users
Users:	IT Manager
Authority:	FIPPA s. 26 (c)

Department:	Payroll
Title:	Record of Payments - Benefits Deductions, Membership Dues, and Remittance
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Record of payroll deductions including employee and employer portions and applicable remittances to benefits providers including applicable association dues or certificate fees.
Purpose:	To track payments for benefits programs, membership dues, certificate fees etc.
Users:	Payroll, Secretary-Treasurer, Accounts Payable
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), ESA s. 28 (g)

Department:	Education
Title:	Scholarship Applications
Location:	District Office, Schools
Individuals in Bank:	Students applying for scholarships
Information Maintained:	Student name, phone number, address, scholarship application and supporting documents (per scholarship criteria)
Purpose:	For the scholarship committees to review and consider in order to award scholarships
Users:	School Counsellor, Scholarship Committee, Superintendent, District Administration Support
Authority:	FIPPA s. 26 (c)

Department:	School Based Records
Title:	School Based Confidential Files
Location:	Schools
Individuals in Bank:	Staff
Information Maintained:	Concerns of a sensitive and confidential nature on staff
Purpose:	Investigations, decision making, record keeping
Users:	Administrators
Authority:	FIPPA, School Act

Department:	School Based Records
Title:	School Based Employee Files
Location:	Schools
Individuals in Bank:	Staff
Information Maintained:	Name, contact information
Purpose:	To manage employment as relates to role in school
Users:	Administrators
Authority:	FIPPA, School Act

Department:	Human Resources
Title:	Seniority List CUPE Local 4177
Location:	District Office
Individuals in Bank:	Employees – CUPE staff
Information Maintained:	Name, status, seniority date(s), classification(s), vacation entitlement date, etc.
Purpose:	To track seniority in accordance with the Collective Agreement
Users:	Superintendent, Union Representative(s), Payroll, Human Resources, CUPE Employees, Secretary Treasurer, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Human Resources
Title:	Seniority List Teaching Staff (BLNTU)
Location:	District Office
Individuals in Bank:	Employees – teaching staff <i>eligible for seniority</i>
Information Maintained:	Name, contract status, employment history, leaves, experience recognition, etc.
Purpose:	To track seniority in accordance with the Collective Agreement
Users:	Superintendent, Union Representative(s), Payroll, Human Resources, BLNTU Employees, Secretary Treasurer, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Human Resources
Title:	Solicited Job Applications
Location:	District Office
Individuals in Bank:	Prospective employees
Information Maintained:	Individuals application, resume, CV, template forms
Purpose:	Recruitment and selection
Users:	Human Resources Manager, Superintendent, Secretary Treasurer, District Administration Support
Authority:	FIPPA s. 26 (c)

Department:	Education
Title:	Special Education Student File
Location:	Schools, District Office
Individuals in Bank:	Students
Information Maintained:	Copies of report cards, psychoeducation testing, relevant correspondence, documentation of significant education items of students, work samples, referrals guardianship info, residency
Purpose:	For assessment by Learning Resource Teacher
Users:	Administrators, School Counsellor, Teachers, Secretaries, Education Assistants, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, etc.), Speech Language Therapist, Principal of Learner Services
Authority:	School Act s. 79 (3), Ministerial Order 638/95, 152/89, 14/91, 191/94, FIPPA s. 26 (c)

Department:	Education
Title:	Special Education Student File Archives
Location:	District Office
Individuals in Bank:	Former Student IEPs
Information Maintained:	Copies of report cards, psychoeducation testing, relevant correspondence, documentation of significant education items of students, guardianship info, residency
Purpose:	Maintenance of student educational history
Users:	Principal of Learner Services, Administrators
Authority:	School Act s. 79 (3), FIPPA s. 26 (c), Ministerial Order 638/95

Department:	Secretary Treasurer
Title:	Statements of Disclosure
Location:	District Office
Individuals in Bank:	Trustees
Information Maintained:	Name, address, level of government, assets, liabilities, income, real property
Purpose:	To identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and to ensure the public has reasonable access to the information
Users:	Secretary Treasurer, District Administration Support
Authority:	Financial Disclosure Act

Department:	General Administration
Title:	Staff Directory, Phone Lists, Extension Lists
Location:	District Office, Schools
Individuals in Bank:	Employees
Information Maintained:	Name, address, phone number(s), work location, internal phone extension
Purpose:	To enable staff to communicate with one another
Users:	Employees
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Education
Title:	Student Cumulative File
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Copies of report cards, psychoeducational testing, relevant correspondence, documentation of significant education items of students, guardianship info, residency, discipline slips, busing discipline slips, Aboriginal documentation, suspension letters, student support, district assessments
Purpose:	To create a central school record of student information
Users:	Administrators, School Counsellor, Teachers, Secretaries, Education Assistants, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, Speech Language Therapist, etc.) Principal of Learner Services
Authority:	School Act s. 79 (3), Ministerial Order 152/89, 14/91, 191/94, FIPPA s. 26 (c)

Department:	Education
Title:	Student Information System – MyEducationBC
Location:	Online Access
Individuals in Bank:	Students
Information Maintained:	Name, address, phone, medical info, bussing info, DOB, birth place, residency, citizenship, aboriginal status, attendance, course history/schedules/marks, last school attended, year and program, special needs designation data, parent information, parent places of work, emergency contacts, sibling connections, doctor or dentist info, legal alerts, etc.
Purpose:	Information for enrollment, attendance, marks, report cards, ministry reporting, scheduling, transferring, withdrawing, student fees, busing, special needs program administration, assessment record(s), reports that are generated for various uses, contacting parents or emergency contacts
Users:	Superintendent, Administrators, Secretaries, Teachers
Authority:	School Act s. 79 (3), s. 81, FIPPA s. 26 (c), Ministerial Order 152/89

Department:	Education
Title:	Student Locker Lists
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Student names, locker numbers, lock combinations, fees paid for lock rental
Purpose:	To record students who make use of school lockers
Users:	Administrators, Secretaries
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Student Medication Lists
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Name of students, type of medication, dosage requirements
Purpose:	Safety
Users:	Administrators, Teachers, Education Assistants, Secretaries
Authority:	FIPPA s. 26 (c), Ministerial Order 232/07

Department:	Education
Title:	Student Photograph/Video/Audio and Media Consent
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Student name, parent name, parent contact number
Purpose:	Parental consent for media relations
Users:	Secretaries, Teachers, Administrators
Authority:	FIPPA s. 26 (c)

Department:	Education
Title:	Student Suspension Letters
Location:	District Office, Schools
Individuals in Bank:	Students
Information Maintained:	Name of student, number of days suspended, reason for suspension
Purpose:	To comply with safety and student discipline requirements; enforcing school rules; to facilitate appeals or complaints; to track yearly stats to report to the Board; to identify trends, reasons, violence, school incidents
Users:	Superintendent, Board of Education, Administrators, District Administration Support
Authority:	School Act s. 79 (3)

Department:	Education
Title:	Student Timetables
Location:	Schools
Individuals in Bank:	Secondary students
Information Maintained:	Name of student, class assignments per block and per semester
Purpose:	To record student timetables
Users:	Administrators, Secretaries, School Counsellors, Teachers, Education Assistants
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Student Transfer or Withdrawals
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Name, address, phone, DOB, grade, sex, present grade or program, reason for withdrawal or transfer, most current PR card
Purpose:	Student records – to track transfers or withdrawals of students and the reason for the transfer or withdrawal if available; to record the release of records as authorized
Users:	Secretaries
Authority:	School Act s. 79.1, Ministerial Order 14/91

Department:	Payroll
Title:	Summer Savings Application
Location:	District Office
Individuals in Bank:	Employees who have applied for summer savings
Information Maintained:	Name, employee number, payroll amounts for summer savings
Purpose:	To track and administer summer savings for summer pay-outs
Users:	Payroll, Secretary Treasurer
Authority:	FIPPA s. 26 (d)

Department:	Human Resources
Title:	Teacher On Call List
Location:	District Office, Schools
Individuals in Bank:	Employees – <i>teachers on call</i>
Information Maintained:	Name, work location(s), grade or subject preference, phone number
Purpose:	Maintained in the Dispatch office in order to contact and secure part time employees and/or casual employees as replacements for various leaves of absence to ensure compliance with Collective Agreement
Users:	Dispatcher, Human Resources, District Administration Support
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Education
Title:	Teacher's Student File
Location:	Classroom
Individuals in Bank:	Students
Information Maintained:	Work completed by students, test results, daily accomplishments, goals, portfolios, activity centres, birthdays, etc.
Purpose:	To track student progress and individualized learning
Users:	Teachers, Administrators, Secretaries, Students
Authority:	School Act s. 79 (3), FIPPA s. 26 (c)

Department:	Human Resources
Title:	Teachers - BC Teaching Certificate List
Location:	District Office
Individuals in Bank:	Teaching staff
Information Maintained:	Name, certificate number, DOB
Purpose:	Hiring, recruitment, job selection; compliance with regulatory requirements
Users:	Payroll, Human Resources, Secretary Treasurer, District Administration Support
Authority:	Teachers Act s. 80

Department:	Payroll
Title:	Teacher Incrementing
Location:	District Office
Individuals in Bank:	Teaching staff
Information Maintained:	Name, position, employee number, seniority date, teaching/TOC time
Purpose:	To track teacher incrementing as impacts movement on the teacher's salary scale
Users:	Payroll, Teachers, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c)

Department:	Human Resources
Title:	Timesheets
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Time worked as extra time for regular or temporary employees or to record time work for casual employees
Purpose:	A reporting system for employees to track hours worked to support payroll processing
Users:	Administrators, Supervisors, Payroll, Human Resources, Employees, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), Employment Standards Act

Department:	Operations
Title:	Transportation Assistance Allowance
Location:	Transportation Office
Individuals in Bank:	Students, parents
Information Maintained:	Student name, parents' name, home address (to record location of home address compared to bus stop in order to determine eligible amount for assistance), application for transportation assistance
Purpose:	To process applications for transportation assistance
Users:	Accounts Payable, Secretary Treasurer, Transportation Manager
Authority:	School Act s. 83, FIPPA s. 26 (c)

Department:	Operations
Title:	Transportation Lists
Location:	Transportation Office, Schools
Individuals in Bank:	Students
Information Maintained:	Name, grade, address of bus stop, contact numbers for parents, medical alerts
Purpose:	Transportation requirements, bus stops (stop #, address), safety notes, and contact numbers including emergency contact
Users:	Administrators, Secretaries, Bus Drivers, Transportation Manager, District Administrative Support
Authority:	FIPPA s. 26 (c)

Department:	Human Resources
Title:	Unsolicited Job Applications
Location:	District Office
Individuals in Bank:	People applying for various types of employment with the district
Information Maintained:	Individuals application, résumé, CV, template forms
Purpose:	Recruitment and selection (<i>Unsuccessful applicant files are destroyed after 6 months</i>).
Users:	Human Resources Manager, Superintendent
Authority:	FIPPA s. 26 (c)

Department:	General Administration
Title:	Use of Facilities/Equipment by Outside Organization Applications
Location:	Schools
Individuals in Bank:	Community users
Information Maintained:	Name, phone number, address of applicant, event
Purpose:	To track and manage community use of school facilities, including insurance requirements, costs
Users:	Administrators, District Administration Support
Authority:	FIPPA, School Act, Workers Compensation Act

Department:	Finance
Title:	Vendor EFT Applications
Location:	District Office
Individuals in Bank:	Vendors
Information Maintained:	Business name, address, contact numbers, email contact, banking information
Purpose:	To maintain a record of vendors that have applied to receive payment via electronic funds transfer (EFT)
Users:	Accounts Payable, Secretary Treasurer
Authority:	FIPPA s. 27 (c)

Department:	Finance
Title:	Vendor Profiles – District Accounting System (SDS)
Location:	District Office
Individuals in Bank:	Employees, vendors/suppliers
Information Maintained:	Company name, name, employee number (if applicable), address, contact phone numbers, fax numbers, banking information (if provided)
Purpose:	To provide a means of paying vendors or employees for expenses owing
Users:	Accounts Payable, Secretary Treasurer, Secretaries
Authority:	FIPPA s. 27 (c)

Department:	Education
Title:	Verification Forms
Location:	Schools
Individuals in Bank:	Students
Information Maintained:	Name, address, phone, medical info, bussing info, DOB, birth place, residency, citizenship, aboriginal status, parent information, parent places of work, emergency contacts, sibling connections, doctor or dentist info, medical – allergies, legal alerts, etc. Photos of students.
Purpose:	To provide manual access to important student information; photos in case of emergency (i.e. RCMP)
Users:	Administrators, Secretaries
Authority:	FIPPA s. 26 (c), School Act s. 79 (3), Ministerial Order 232/07

Department:	Finance
Title:	Visa Credit Card Holders
Location:	District Office
Individuals in Bank:	Staff who hold district authorized Visa credit cards
Information Maintained:	Name
Purpose:	To keep a list of staff who have district authorized Visa cards
Users:	Accounts Payable, Accounting Clerk, Secretary Treasurer
Authority:	FIPPA s. 26 (c)

Department:	General Administration
Title:	Volunteer List
Location:	School Office
Individuals in Bank:	Volunteers
Information Maintained:	Name, address, contact information, etc.
Purpose:	To maintain a record of volunteer applications and approved volunteers for school activities
Users:	Administrators, Secretaries
Authority:	FIPPA s. 26 (c), School Act

Department:	Human Resources
Title:	WCB, ST, LTD Employee Files
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	If applicable to employee management, WCB Claims History, Extended Medical Leave Documentation, Workplace Accommodations, RTW Plans, etc.
Purpose:	To track and manage safety, and health and wellness in the workplace.
Users:	Superintendent, Human Resources, Secretary Treasurer
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), Workers Compensation Act Part 3 Division 19

Department:	Education
Title:	Work Experience Agreements
Location:	Schools
Individuals in Bank:	Secondary students
Information Maintained:	Name of student, parent/guardian information, employer information
Purpose:	To maintain a record of work experience agreements
Users:	Administrators, School Counsellor, Secretaries
Authority:	FIPPA s. 26 (c), Ministerial Order 237/11, School Act

Department:	Human Resources
Title:	Workplace Accidents or Incidents, Safety Records
Location:	District Office, Schools
Individuals in Bank:	Employees
Information Maintained:	Name, accident date, location, time lost, first aid administered
Purpose:	To maintain a record of accidents or incidents that have not resulted in time lost or medical beyond internal first aid, and to record remediation actions and follow up
Users:	Supervisors, Secretary Treasurer, Administrators, First Aid Attendants, JOHS Committee
Authority:	School Act s. 15 (1), FIPPA s. 26 (c), Workers Compensation Act