



School District 19
(Revelstoke)

School District #19 (Revelstoke)

Personal Information Directory

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 #19 (Revelstoke) 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 activities of the School District. The School District generally uses and discloses personal information only for the reasons it was obtained unless another uses are authorized by FOIPPA.

This Personal Information directory has been created by the School District #19 (Revelstoke) pursuant to 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 holdings and to assist the public in identifying the location of personal information held by the District.

Questions about this Personal Information Directory or the School District personal information management practices should be directed to Mr. Bruce Tisdale, Secretary-Treasurer, School District (#19 (Revelstoke)). A copy of the School District's privacy policy is available at <https://www.sd19.bc.ca/wp-content/uploads/sites/2/2015/02/6.1-Confidentiality.pdf>

Personal Information Banks – District Based – Personnel

Department:	Superintendent's Department
Title:	Archives - Employee Files
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:	Superintendent, Secretary Treasurer, Payroll & Benefits, Administrative Secretary
Authority:	School Act s.15 (1), Employment Standards Act, Employment Insurance Act, Income Tax Act

Department:	Superintendent's Department, Finance Department and Payroll
Title:	PowerSchool Information System
Location:	District Office and Schools
Individuals in Bank:	Employees (<i>current and former</i>)
Information Maintained:	Name, employee number, address, contact numbers, SIN, DOB, employment history (date of hire, leaves, termination, etc.), position/assignment, leaves pay rate, vacation and sick accrual, incrementing, evaluations, criminal record clearance, certificates, professional development, absences, extra time, etc.
Purpose:	Electronic system for managing employment related matters including production of payroll, deductions, accruals, budgeting, external reporting (i.e. EDAS), T4's, position master, replacement availability reports, etc.
Users:	Superintendent, Secretary Treasurer, Payroll & Benefits, Accounts Payable
Authority:	School Act s.15 (1), FIPPA s.26(c)

Department:	Superintendent's Department
Title:	HR Employee Files
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Includes employment related records as applicable including resume, appointment letters or contracts, training and education certificates, performance evaluations, letters of commendation, direction, discipline, extended leave of absence records, WCB claims, workplace accommodations, leave of absences, etc.
Purpose:	To maintain information as relates to employment.
Users:	Superintendent, Secretary-Treasurer, Payroll & Benefits, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s.26 (c), ESA s. 28 (1)

Department:	Superintendent's Department
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 & Benefits Staff, Secretary Treasurer
Authority:	School Act s.15 (1), FIPPA s.26 (c), ESA s. 28 (1), Income Tax Act, Employment Insurance Act

Department:	Superintendent's Department
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, Payroll & Benefits Staff, Secretary Treasurer, District administration support staff, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s. 26 (c), Workers Compensation Act Part 3 Division 19

Department:	Superintendent's Department
Title:	Staff Directory, Phone Lists, Extension Lists
Location:	District Office and Schools
Individuals in Bank:	Employees
Information Maintained:	Name, phone number(s), work location, internal phone extension
Purpose:	To enable staff to communicate with one another. District contact documents are for internal use only, are created annually and destroyed at the conclusion of the relevant school year.
Users:	Employees
Authority:	School Act s.15 (1), FIPPA s.26 (c)

Department:	Superintendent's Department
Title:	Teachers - BC Teaching Certificate List
Location:	District Office
Individuals in Bank:	Teaching Staff
Information Maintained:	Surname, certificate number, DOB
Purpose:	Hiring, recruitment, job selection, and compliance with regulatory requirements. Pursuant to section 80 of the <i>Teachers Act</i> , a board of education must report to the Director of Certification by October 15, 2017 on all BC certificate holders who were employed by the school district during the past academic year (July 1, 2016 to June 30, 2017) by

	submitting identifying information to the Teacher Regulation Branch (TRB). The identifying information must include the surname, certificate number and date of birth for all certificate holders.
Users:	Payroll & Benefits Staff, Secretary Treasurer, Administrative Secretary
Authority:	Teachers Act s. 80 (2), School Act s.15 (1) and s.19, FIPPA s.26 (c)

Department:	Superintendent and Finance Department
Title:	Leave of Absence Records (includes extra time)
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:	Administration, Secretaries, Payroll & Benefits, Secretary Treasurer
Authority:	School Act s.15 (1), FIPPA s.26 (c), Employment Standards Act

Department:	Superintendent's and Finance Department
Title:	Leave of Absence Records (includes extra time) – 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 & Benefits Staff, Secretary Treasurer
Authority:	School Act s.15 (1), FIPPA s.26 (c), Employment Standards Act

Department:	Superintendent's and Finance Department
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 manual reporting system for employees to track hours worked to support payroll processing.
Users:	Principals/Vice Principals, Supervisors, Payroll & Benefits Staff, Employees, Secretary Treasurer, Accounts Payable
Authority:	School Act s.15 (1), FIPPA s.26 (c), Employment Standards Act

Department:	Finance Department
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 & Benefits Staff, Secretary Treasurer
Authority:	FIPPA s.26 (d)

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

Department:	Finance Department
Title:	MasterCard Credit Card Holders
Location:	District Office
Individuals in Bank:	Staff who hold District authorized MasterCard credit card
Information Maintained:	Name, DOB, Address (if provided)
Purpose:	Financial management and administration; To keep a list of staff who have District authorized MasterCard cards
Users:	Accounts Payable, Secretary Treasurer
Authority:	FIPPA s.26(c)

Department:	Finance Department
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 & Benefits Staff, Secretary Treasurer, Accounts Payable
Authority:	School Act s.15 (1), FIPPA s. 26(c), ESA s. 28 (g)

Department:	Superintendent's Department
Title:	Teaching Staff (RTA) Seniority List
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 & Benefits Staff, RTA Employees, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
Title:	CUPE Local 5150 Seniority List
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 & Benefits Staff, CUPE Employees, Secretary Treasurer,
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
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, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
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, Administrative Secretary, The Board (if required)
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
Title:	District Staffing List
Location:	District Office
Individuals in Bank:	Employees
Information Maintained:	Name, work location, assignment FTE or hours, contract status (i.e. TEMP)
Purpose:	Staffing, budgeting, communication
Users:	Superintendent, Principals/Vice Principals, Executive Secretary, School Secretary, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	OH&S
Title:	Workplace Accidents or Incidents, Safety Records
Location:	District Office and 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, WCB (if required), Secretary Treasurer, District administration staff, Administrative Secretary, O H and S Committee, Board office Secretary/Reception
Authority:	School Act s.15 (1), FIPPA s. 26(c), Workers Compensation Act

Department:	Superintendent's Department
Title:	CUPE Casual Call-Out List
Location:	District Office and 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:	Distributed to schools (school secretary) 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:	School secretaries, Principals/Vice Principals, Superintendent, Secretary Treasurer, District Administration Support Staff, CUPE staff,
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
Title:	Teacher On Call List
Location:	District Office and Schools
Individuals in Bank:	Employees – <i>Teachers on call</i>
Information Maintained:	Name, work location(s), grade or subject preference, phone number
Purpose:	Distributed to schools (school secretary) in order to contact and secure part time employees and/or casual employees as replacements for various leaves of absence.
Users:	School secretaries, Principals/Vice Principals, Superintendent, Secretary Treasurer, District administration support staff, teachers, TOC's, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
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, Administrative Secretary
Authority:	School Act s.15 (1), FIPPA s. 26(c)

Department:	Superintendent's Department
Title:	Solicited Job Applications
Location:	District Office
Individuals in Bank:	Prospective Employees
Information Maintained:	Individuals application, resume, CV, template forms
Purpose:	Recruitment and selection. <i>Unsuccessful applicant files are destroyed after 1 year.</i>
Users:	Superintendent, Secretary Treasurer, Principals/Vice Principals, Administrative Secretary, school secretaries
Authority:	FIPPA s. 26(c)

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

Department:	Superintendent's Department
Title:	Criminal Record Clearance List
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:	Administrative Secretary, District Administration Support staff, Secretary Treasurer
Authority:	Criminal Records Review Act s. 8, School Act s.15 (1), FIPPA s. 26(c)

Department:	General Administration
Title:	Staff Technology Inventory List
Location:	District Office
Individuals in Bank:	Teachers
Information Maintained:	List staff and the district technology equipment assigned to them
Purpose:	To manage technology equipment allocation
Users:	District Vice-Principal (Technology), Superintendent
Authority:	FIPPA s. 26 (c)

Department:	Finance Department
Title:	Trustee Statement of Disclosure
Location:	District Office
Individuals in Bank:	Trustees

Information Maintained:	Name of trustee making disclosure, address, level of government, assets, liabilities, income, real property.
Purpose:	The intent of the <i>Financial Disclosure Act</i> is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and to ensure the public has reasonable access to the information.
Users:	Secretary Treasurer, Administrative Secretary
Authority:	Financial Disclosure Act

Personal Information Banks – District Based – Student

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:	Principals/Vice Principals, School Secretaries, Administrative Secretary, District Administrative staff
Authority:	School Act s. 79 (3), Ministerial Order 082/09

Department:	Education
Title:	Student Suspension Letters
Location:	District Office
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. <i>District records are destroyed after two years.</i>
Users:	Superintendent, Board of Education, Administrative Secretary
Authority:	School Act s. 79 (3)

Department:	Education
Title:	Scholarship Applications (District Authority and Trustee Mission Statement)
Location:	District Office; Counsellor Centre
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 committee to review and consider in order to award scholarships. Files are destroyed 1 year after scholarships have been awarded.
Users:	Administrative Secretary, RSS Scholarship Committee, Superintendent
Authority:	FIPPA s. 26(c)

Department:	Education
Title:	FSA and District 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:	The FSA provides a “snapshot” of how well BC students are doing in key foundational areas. The results help answer important questions, such as: (1) Are all students learning vital skills they will need in school and in life? (2) Is student achievement improving over time? (3) Are there any trends in student performance at the school, district, or provincial levels?
Users:	Superintendent, Principals/Vice Principals
Authority:	School Act s. 79 (3), s. 81, FIPPA s. 26(c), Ministerial Order 152/89, 60/94

Department:	Education
Title:	Special Education Student File Archives
Location:	District Office
Individuals in Bank:	Former Student IEP’s
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:	Superintendent, Principal of Student Support Services, Principals/Vice Principals
Authority:	School Act s. 79 (3), s. , FIPPA s. 26(c), Ministerial Order 638/95

Department:	Education
Title:	Revelstoke Secondary School Distributed Learning Student Files
Location:	District Office and Schools
Individuals in Bank:	Students actively enrolled in distributed learning programs in addition to their primary education program at Revelstoke Secondary School.
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, bussing, special needs program administration, assessment record(s), reports that are generated for various uses, contacting parents or emergency contacts.

Users:	Principals/Vice Principals, School Counsellor, Teachers, School Secretary, Education Assistants, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, Speech Language Therapist, etc.), Principal of Student Support Services
Authority:	School Act s. 79 (3), s. 81, FIPPA s. 26(c), Ministerial Order 152/89

Department:	Finance Department
Title:	Transportation Assistance File
Location:	District Office
Individuals in Bank:	Students, parents
Information Maintained:	Student name, parent's 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, Manager of Operations, Superintendent, Secretary Treasurer
Authority:	School Act s. 83, FIPPA s. 26(c)

Personal Information Banks – District Based – Other

Department:	General Administration
Title:	Volunteer Criminal Record Clearance List
Location:	District Office and Schools
Individuals in Bank:	Volunteers (<i>parents, consultants or community members</i>)
Information Maintained:	Name of volunteer
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:	Administrative Secretary, School Secretaries, Principals/Vice Principals, Teachers
Authority:	Criminal Records Act s. 24.3, School Act s. 7.1

Department:	General Administration
Title:	Staff and School Volunteers Drivers Abstract List
Location:	District Office and Schools
Individuals in Bank:	Staff, Volunteers (<i>parents, consultants or community members</i>)
Information Maintained:	Name, address, driver's license driving record
Purpose:	To maintain a list of staff and active volunteers that has completed a Drivers Abstract for the purposes of driving a district vehicle or personal vehicle to support a field trip or school activity.
Users:	Administrative Secretary, Secretary Treasurer, School Secretary, Principals/Vice Principals, Teachers, Manager of Operations
Authority:	FIPPA s. 27 (c), School Act s. 7.1

Department:	Finance Department
Title:	Vendor Profiles – District Accounting System (PowerSchool)
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, School Secretaries
Authority:	FIPPA s. 27 (c)

Department:	Finance Department
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)

Personal Information Banks – School Based – Student

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, bussing, special needs program administration, assessment record(s), reports that are generated for various uses, contacting parents or emergency contacts.
Users:	Superintendent, Principals/Vice Principals, Secretaries, Teachers
Authority:	School Act s. 79 (3), s. 81, FIPPA s. 26(c), Ministerial Order 152/89

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:	Education
Title:	Student Cumulative File
Location:	School Office
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, bussing discipline slips, Aboriginal documentation, suspension letters, student support, district assessments
Purpose:	To create a central school record of student information.
Users:	Principals/Vice Principals, School Counsellor, Teachers, School Secretary, Education Assistants, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, Speech Language Therapist, etc.), Principal of Student Support Services
Authority:	School Act s. 79 (3), Ministerial Order 152/89, M14/91, 191/94, FIPPA s. 26 (c)

Department:	Education
Title:	Special Education Student File (<i>colour coded with main student file</i>)
Location:	School Office, Learning Resource Teacher 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:	Principals/Vice Principals, School Counsellor, Teachers, School Secretary, Education Assistants, Authorized External Consultants (i.e. Occupational Therapist, Psychologist, , etc.), Speech Language Therapist, Principal of Student Support Services
Authority:	School Act s. 79 (3), Ministerial Order 638/95, 152/89, 14/91, 191/94 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, Principals/Vice Principals, School Secretary, Students
Authority:	School Act s. 79 (3), FIPPA s.26 (c)

Department:	Education
Title:	Student Transfer or Withdrawal Spreadsheet/List
Location:	School Office
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:	School Secretary
Authority:	School Act s. 79.1, Ministerial Order 14/91

Department:	Education
Title:	Elementary Special Placement Spreadsheet/List
Location:	District Office
Individuals in Bank:	Students
Information Maintained:	Name, grade, catchment school / special placement school
Purpose:	Student records – to track transfers of students between elementary schools to ensure the planning and provisioning of required services for student at all district elementary schools
Users:	Superintendent, Principals/Vice Principals, School Secretary, District Secretary Support, Principal of Student Support Services
Authority:	School Act s. 79.1, Ministerial Order 14/91

Department:	Education
Title:	PEN List
Location:	School Office
Individuals in Bank:	Students
Information Maintained:	Name of student, PEN, DOB, gender, local
Purpose:	PEN lists are only printed when required for purposes such as data collection (FSA, District Assessments, etc.). Lists are destroyed after use.
Users:	Principals/Vice Principals, School Counsellor, School Secretary
Authority:	FIPPA s.26 (c)

Department:	Education
Title:	Verification Forms Binder
Location:	School Office
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. Information is maintained for current year only and then destroyed.
Purpose:	To provide manual access to important student information. Photos in case of emergency (i.e. RCMP)
Users:	Principals/Vice Principals, School Secretary
Authority:	FIPPA s.26 (c), School Act s. 79 (3), Ministerial Order 232/07

Department:	Education
Title:	Media Consent Forms
Location:	School Office
Individuals in Bank:	Students
Information Maintained:	Information is maintained for current year only and then destroyed. Student name, parent name, parent contact number
Purpose:	Parental consent for media relations
Users:	School Secretary, Teachers
Authority:	FIPPA s.26 (c)

Department:	Education
Title:	Course Selection Forms
Location:	School Office
Individuals in Bank:	Students
Information Maintained:	Name of student, PEN, courses requested
Purpose:	Timetabling
Users:	Principals/Vice Principals, School Counsellor, School Secretary
Authority:	FIPPA s. 26 (c)

Department:	Education
Title:	Field Trip Consent Forms
Location:	Classroom
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 etc.
Users:	Teachers, School Secretaries, Principals/Vice Principals
Authority:	FIPPA s.26 (c)

Department:	Education
Title:	Transportation Lists / Bussing Lists
Location:	District Office / School Office
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 in the event of bussing concerns. Lists are created for the current school year and destroyed at the end of the school year.
Users:	Principals/Vice Principals, School Secretary, Bus Drivers, Manager of Operations, District Administrative Support
Authority:	FIPPA s.26 (c)

Department:	Education
Title:	Student Medication Lists
Location:	School Office, Classroom (as required)
Individuals in Bank:	Students
Information Maintained:	Name of students, type of medication, dosage requirements
Purpose:	Safety
Users:	Principals/Vice Principals, Teachers, Education Assistants, School Secretary
Authority:	FIPPA s. 26 (c), Ministerial Order 232/07

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

Department:	Education
Title:	Attendance Reports
Location:	School Office
Individuals in Bank:	Students
Information Maintained:	Information is maintained for current school year only. Name of student, grade, and attendance
Purpose:	To track attendance, to ensure safety in the event of an emergency.
Users:	Principals/Vice Principals, Teachers, School Secretary
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Student Incident Reports
Location:	School Office
Individuals in Bank:	Students
Information Maintained:	Name of student, age, sex, address, contact info, details of incident, witness names, etc.
Purpose:	Safety – to record incident
Users:	Principals/Vice Principals, Secretary Treasurer, School Secretary, Teacher, District Administration support
Authority:	FIPPA, School Act

Department:	Education
Title:	Work Experience Agreements
Location:	School Counsellors Office
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:	Principals/Vice Principals, School Counsellor, School Secretaries
Authority:	FIPPA s. 26 (c), Ministerial Order 237/11, School Act

Department:	Education
Title:	Student Timetables
Location:	School Office
Individuals in Bank:	Secondary Students
Information Maintained:	Name of student, class assignments per block and per semester
Purpose:	To record student timetables
Users:	Principals/Vice Principals, School Secretary, Teachers and Education Assistants
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Student Locker Lists
Location:	School Office
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:	Principals/Vice Principals, School Secretary
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Network / Computer Use Agreements
Location:	School Office
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:	Principals/Vice Principals, School Secretary, Teachers, Education Assistants, District Vice Principal of Technology
Authority:	FIPPA s. 26 (c), School Act

Department:	Education
Title:	Student Account Information
Location:	School Classrooms
Individuals in Bank:	Students
Information Maintained:	List of individuals with assigned computer, network, and cloud-based resources
Purpose:	To assist with students accessing their accounts and online resources
Users:	District Vice-Principal (Technology), Teachers, Students
Authority:	FIPPA s. 26 (c)

Personal Information Banks – School Based – Personnel

Department:	School Based Records
Title:	School Based Employee Files
Location:	Principals/Vice Principals Office
Individuals in Bank:	Staff
Information Maintained:	
Purpose:	To manage employment as relates to role in school.
Users:	School Principals/Vice Principals
Authority:	FIPPA, School Act

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

Department:	School Based Records
Title:	Staff Contact Lists
Location:	School Office
Individuals in Bank:	Staff
Information Maintained:	Name, address, phone number(s)
Purpose:	To enable communication
Users:	Principals/Vice Principals School Secretary, School Staff
Authority:	FIPPA, School Act

Department:	Safety
Title:	Accident Reports / Incident Reports
Location:	School
Individuals in Bank:	Staff, students and participating third parties.
Information Maintained:	Accident and incident reports, including names, dates, please description of incidents, injuries.
Purpose:	Comply with occupational health and safety records, assess and address risk.
Users:	School Principals/Vice Principals and staff with responsibilities for occupational health and safety matters.
Authority:	FIPPA, Workers Compensation Act, School Act

Personal Information Banks – School Based – Other

Department:	General Administration
Title:	Approved Volunteers 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:	Principals/Vice Principals, School Secretary
Authority:	FIPPA s. 26 (c), School Act

Department:	General Administration
Title:	Approved Volunteer Drivers
Location:	School Office
Individuals in Bank:	Volunteers
Information Maintained:	Name, address, contact number, DL, record of vehicle insurance etc.
Purpose:	To maintain a record of approved volunteer drivers, and proof of appropriate insurance for school activities that require transportation
Users:	Principals/Vice Principals, School Secretary
Authority:	FIPPA s. 26 (c), School Act