

SCHOOL DISTRICT NO. 83 PERSONAL INFORMATION DIRECTORY



SCHOOL DISTRICT 83 P.O. Box 129 – 341 Shuswap Street SW Salmon Arm, BC V1E 4N2



Personal Information Directory (PID)

School District No. 83 (North Okanagan-Shuswap) is subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA) which governs its collection, use, disclosure and protection of personal information by public bodies. One of the important ways in which the District seeks to ensure appropriate accountability, transparency, and protection of personal information is to maintain and make available an inventory or directory of the different collections of personal information (or personal information banks) that are maintained by the District. A personal information bank is defined in the legislation 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.*” (section 69(1) of the Act)

This Personal Information Directory has been created by School District No. 83 pursuant to section 69(6) of FIPPA and lists each personal information bank held and includes the following for each:

- Its title and location (note: not all similar locations, i.e.: schools/departments, may necessarily maintain any specific bank)
- A description of the kind of personal information and the categories of individuals whose personal information is included
- The authority for collecting the personal information
- The purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed, and
- 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.

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Department:

District

Personal Information Bank Name:

[Accident Reports](#)

Personal Information Location:

All District sites

Purpose for the Collection, Use and Disclosure of Personal Information:

To comply with occupational health and safety records, assess and address risk.

Authority for Collection of Personal Information:

- Workers Compensation Act
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Job Title Accident details such as: Details/Description of Injury/Incident Witness Names Corrective Actions

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Human Resources staff, Health & Safety representatives, WorkSafe BC

Department:

District

Personal Information Bank Name:

[District Archives](#)

Personal Information Location:

District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide a historical and archival record of the School District.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act, Section 26

Individuals in Bank:

- Former students
- Former employees

Type(s) of Personal Information Collected:

Student Name	Employee Name	Various items & memorabilia such as: Attendance Registers School Yearbooks Newspaper clippings Achievement Awards
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Persons Information is Used By and/or Disclosed To:

Former students, former employees, historians

Department:

District

Personal Information Bank Name:

Communications Software – Constant Contact

Personal Information Location:

Constant Contact database

Purpose for the Collection, Use and Disclosure of Personal Information:

To assist District administration in communicating out to employees, stakeholders, and parents.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act, Section 26

Collected Personal Information is About:

- Employees
- Stakeholders
- Guardians

Type(s) of Personal Information Collected:

Employee sd83 Email Address	Stakeholder Email Address	Guardian Email Address
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff, Constant Contact

Department:

District

Personal Information Bank Name:

[Contact Tracing](#)

Personal Information Location:

All District sites

Purpose for the Collection, Use and Disclosure of Personal Information:

To enable Interior Health Authority to exercise contact tracing in the event of an exposure to Covid-19.

Authority for Collection of Personal Information:

- BC Ministry of Health

Individuals in Bank:

- Employees, guests

Type(s) of Personal Information Collected:

Name
Phone Number, Cell Phone Number, and/or Extension
Location
Email Address

Persons Information is Used By and/or Disclosed To:

SD83 HR Co-Ordinator of Health, Safety and Wellness, Interior Health Authority (as requested)

- Note – this process will be in place for the duration of the pandemic COVID-19. It is anticipated that this process will cease when advised by Interior Health Authority, or the BC Provincial Health Officer.

Department:

District

Personal Information Bank Name:

Demographics Software - Baragar

Personal Information Location:

Baragar Systems database

Purpose for the Collection, Use and Disclosure of Personal Information:

To assist district administration in enrolment studies and planning.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student Personal Education Number	Guardian Address
Student Address	Guardian Phone
Student Marks	
Student Network Name	
School Student Attends	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Baragar Systems

Department:

District

Personal Information Bank Name:

Finance and Human Resources Software – PowerSchool atrieveERP

Personal Information Location:

PowerSchool atrieveERP regional data centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To support Financial and HR day to day operations.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees
- Contractors
- Vendors

Type(s) of Personal Information Collected:

Employee Name	Contractor Name	Vendor Name
Employee sd83 Email Address	Contractor Address	Vendor Address
Employee sd83 Password	Contractor Phone/Fax Numbers	Vendor Phone/Fax Numbers
Employee Number	Contractor Payment Information	Vendor Payment Information
Employee SIN		
Employee DOB		
Employee Gender		
Employee Address		
Employee Phone Numbers		
Employee Employment History		
Employee Hours of Work		
Employee Pay Category/Rate		
Employee Occupation		
Employee Direct Deposit Information		
Employee Benefit Information		
Employee Union/Group Membership		
Employee ROE		
Employee Leave/Vacation Information		
Employee WCB Records		
Employee Assignment Information		
Employee Certification/TQS Info		
Employee Criminal Record Check Info		

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Finance staff, Payroll staff, Human Resources staff, Clerical staff

Department:

District

Personal Information Bank Name:

Finance and Human Resources Software - SDS

Personal Information Location:

Information Technology Department

Purpose for the Collection, Use and Disclosure of Personal Information:

Archival record of Financial and HR information prior to 2016.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees
- Contractors
- Vendors

Type(s) of Personal Information Collected:

Employee Name	Contractor Name	Vendor Name
Employee sd83 Email Address	Contractor Address	Vendor Address
Employee sd83 Password	Contractor Phone/Fax Numbers	Vendor Phone/Fax Numbers
Employee Number	Contractor Payment Information	Vendor Payment Information
Employee SIN		
Employee DOB		
Employee Gender		
Employee Address		
Employee Phone Numbers		
Employee Employment History		
Employee Hours of Work		
Employee Pay Category/Rate		
Employee Occupation		
Employee Direct Deposit Information		
Employee Benefit Information		
Employee Union/Group Membership		
Employee ROE		
Employee Leave/Vacation Information		
Employee WCB Records		

Persons Information is Used By and/or Disclosed To:

SD83 Finance staff, Payroll staff, Human Resources staff

Department:

District

Personal Information Bank Name:

[Rental/Booking Records – District Fields & Sites](#)

Personal Information Location:

District Education Support Centre, Schools, Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To identify responsible person(s) for contact purposes.

Authority for Collection of Personal Information:

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

Individuals in Bank:

- Contact person for groups using school district fields and/or sites after school hours

Type(s) of Personal Information Collected:

Contact Person Name
Contact Person Organization Name
Contact Person Address
Contact Person Phone Number
Contact Person Email Address

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Operations staff, Clerical staff

Department:

District

Personal Information Bank Name:

[Staff Directory/Phone Lists](#)

Personal Information Location:

All District sites

Purpose for the Collection, Use and Disclosure of Personal Information:

To enable staff to communicate with one another.

Authority for Collection of Personal Information:

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

Individuals in Bank:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number, Cell Phone Number, and/or Extension Employee Work Location Employee sd83 Email Address Employee Emergency Contact
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Persons Information is Used By and/or Disclosed To:

SD83 Employees

Department:

Education

Personal Information Bank Name:

[Administration Daybooks](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To document staff/student interactions and/or consultations.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Employees

Type(s) of Personal Information Collected:

Student Name Student specific reminders and information	Employee Name Employee specific reminders and information
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, RCMP (as requested)

Department:
Education

Personal Information Bank Name:
[Adobe Creative Cloud](#)

Personal Information Location:
Files across national and international borders

Purpose for the Collection, Use and Disclosure of Personal Information:
Resources including but not limited to Adobes cloud software suite.

- Authority for Collection of Personal Information:**
- School Act
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Students
 - Employees
 - Contractors

Type(s) of Personal Information Collected:

Student Name Student sd83 email address/password Student grade	Employee Name Employee sd83 email address/password
Contractor Name Contractor email address/password	

Persons Information is Used By and/or Disclosed To:
SD83 employees, Adobe

Department:

Education

Personal Information Bank Name:

[After School Daycare List](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of students who attend after school daycare and which daycare they attend.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Daycare providers

Type(s) of Personal Information Collected:

Student Name	Daycare Provider Name Daycare Provider Contact Information
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:

Education

Personal Information Bank Name:

[Attendance Reports](#)

Personal Information Location:

Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:

To track attendance and to ensure safety in the event of an emergency.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Grade
Student Attendance

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers

Department:

Education

Personal Information Bank Name:

Career Program Files

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To fulfill program application guidelines, Industry Training Authority (ITA) guidelines, and Ministry of Education guidelines.

Authority for Collection of Personal Information:

- School Act, Section 79(3)
- Ministerial Order M237/11
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Employer/Sponsoring Organization

Type(s) of Personal Information Collected:

Student Name	Employer/Sponsoring Org. Name
Student Email Address	Employer/Sponsoring Org. Address
Student Grade	Employer/Sponsoring Org. Phone
Student SIN Number	Supervisor Name
Student Phone Number	
Student Gender	
Student Medical Alert	
Student Birth Certificate copy	
Student DOB	
Student Attendance Record	
Student Address	
Student Guardian Consent	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Career Program staff, Industry Training Authority, MyBlueprint, Post-Secondary Institutes, Ministry of Education

Department:
Education

Personal Information Bank Name:
[CASL \(Canadian Anti-Spam Legislation\) Consent Forms](#)

Personal Information Location:
Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To obtain consent for the school and District to send newsletters, announcements, and other electronic messages according to Canada’s Anti-Spam Legislation (CASL).

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name Guardian Email Address
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Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers

Department:

Education

Personal Information Bank Name:

[Class Lists](#)

Personal Information Location:

Schools, CIMS database

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of the students in each class.

Authority for Collection of Personal Information:

- School Act, Section 75 and 79(3)
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Teachers

Type(s) of Personal Information Collected:

Student Name Student Number Student Division	Teacher Name
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers

Department:

Education

Personal Information Bank Name:

Classroom Based Learning Applications

Personal Information Location:

Schools, Information Technology Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide students access to applications on the internet to enhance and augment learning.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Employees

Type(s) of Personal Information Collected:

Student Name	Employee Name
Student sd83 Email Address	Employee sd83 Email Address
Student Grade	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Teachers, Students, Information Technology department, Raz-Kids, Mathletics, IXL, MyBlueprint, FreshGrade, SumDog, Overdrive, Ingenuity Works, Duolingo

Department:

Education

Personal Information Bank Name:

Counsellor Daybooks

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To document student interactions and/or consultations.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Employees

Type(s) of Personal Information Collected:

Student Name Student specific reminders and information
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Counsellors, RCMP (as requested)

Department:

Education

Personal Information Bank Name:

Dual Credit Management System

Personal Information Location:

District Resource Centre (DESC)

Purpose for the Collection, Use and Disclosure of Personal Information:

To manage student information requirements for students enrolled in Dual Credit programs.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Personal Education Number
Student Number
Student sd83 Email Address
Student Grade
Student DOB
Student Contact Information
Student Dual Credit Program
Student Dual Credit Application and Supporting Documents
Student Employer/Supervisor Contact Info

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Career Supervisor, Career Coordinators, Career Clerks, Clerical Staff

Department:

Education

Personal Information Bank Name:

[Early/Late French Immersion List](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To track French Immersion program students and record program of choice.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student Personal Education Number	Guardian Phone Number
Student Grade	Guardian Email
Student's Current School	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers

Department:
Education

Personal Information Bank Name:
[English Language Learners \(ELL\) List](#)

Personal Information Location:
District Education Support Centre, Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:
To identify ELL students for provision of services and Ministry funding purposes.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- ELL Students

Type(s) of Personal Information Collected:

Student Name
Student Personal Education Number

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Support staff

Department:
Education

Personal Information Bank Name:
[Exchange Student Files \(Rotary, etc.\)](#)

Personal Information Location:
District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:
To track information and applications relating to exchange students (in/out-going).

Authority for Collection of Personal Information:

- School Act, Section 79(3) and 168(2)
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Address
Student Phone Number
Student Email Address
Student Birth Certificate
Student Grades
Student Medical Information
Student Emergency Contact/Guardian Information
Student Photo
Student Personal References

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff

Department:

Education

Personal Information Bank Name:

Grade Reporting System

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To report and communicate student progress and achievements with students and parents.

Authority for Collection of Personal Information:

- School Act, Section 79

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student work such as:
Assignments
Reports
Presentations
Marks
Progress reports

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Students, Guardians

Department:
Education

Personal Information Bank Name:
[Homestay Family Information – True North Database](#)

Personal Information Location:
District Education Support Centre, True North Database

Purpose for the Collection, Use and Disclosure of Personal Information:
To determine the suitability of applicants as caregivers for international students and to maintain records of successful applicants.

Authority for Collection of Personal Information:

- School Act, Section 79(3) and 168 (2)
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Homestay Applicants

Type(s) of Personal Information Collected:

Homestay Applicant Name Homestay Applicant Address Homestay Applicant Home Information (including description of family members – names & birthdates) Homestay Applicant Employment Information Homestay Applicant Letters of Recommendation Homestay Applicant Police/Criminal Record Check Homestay Applicant Notes on Home Visits
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Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Homestay Coordinators

Department:

Education

Personal Information Bank Name:

IEP Central

Personal Information Location:

Information Technology Department, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide Individual Education Plans for the Inclusive Education program.

Authority for Collection of Personal Information:

- School Act, Sections 75, 79(3), 88(1) and 168(2)(a) and (t)
- Freedom of Information and Protection of Privacy Act

Collected Personal Information is About:

- Students
- Employees
- Guardians

Type(s) of Personal Information Collected:

Student Name	Employee Name	Guardian name
Student sd83 email address	Employee sd83 email address	
Student PEN	Employee sd83 password	
Student Assessment Information		
Student IEP		

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Teachers, Itinerant staff, Health Authorities, SD44

Department:

Education

Personal Information Bank Name:

[Indigenous Student List](#)

Personal Information Location:

District Education Support Centre, Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:

To track regular academic information and cultural interactions and to administer the District Education Program.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Indigenous Students

Type(s) of Personal Information Collected:

Student Name
Student Personal Education Number
Student Gender
Student Address
Student Guardian Name
Student Contact Information
Student Grade
Student Band Name & ID

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Indigenous Education staff

Department:
Education

Personal Information Bank Name:
[International Student Information – True North Database](#)

Personal Information Location:
District Education Support Centre, True North database

Purpose for the Collection, Use and Disclosure of Personal Information:
To consider the suitability of an international student for acceptance, monitoring of international students' progress, to assist in discussions regarding international student renewal in the program.

- Authority for Collection of Personal Information:**
- School Act, Section 79(3) and 168(2)
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- International Students
 - Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student Gender	Guardian Occupation
Student Home Address	
Student Phone Number(s)	
Student Email Address	
Student Emergency Contact Information	
Student Medical History	
Student Grades/Transcripts	
Student Passport/Visa Documents	

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers, Homestay Coordinators

Department:

Education

Personal Information Bank Name:

[Knowledge Keeper Lists](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of Knowledge Keeper applications and approved Knowledge Keepers for school activities.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Knowledge Keepers

Type(s) of Personal Information Collected:

Knowledge Keeper Name Knowledge Keeper Address Knowledge Keeper Contact Information

Persons Information is Used By and/or Disclosed To:

SD83 Indigenous Education staff

Department:

Education

Personal Information Bank Name:

[Learning Management System - Moodle](#)

Personal Information Location:

District Education Support Centre, Information Technology Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide the administration of the Distributed Learning program, tracking of regular academic information, and reporting on student progress.

Authority for Collection of Personal Information:

- School Act, Section 79(3) and 81
- Ministerial Order M152/89
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardians
- Employees

Type(s) of Personal Information Collected:

Student Name	Guardian Name	Employee Name
Student Personal Education Number	Guardian Phone Number	Employee sd83 Email Address
Student Address		
Student Phone Number		
Student Grade		
Student Gender		
Student Courses		
Student sd83 email address		

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Students, Technology Department staff, Two Storey Robot

Department:

Education

Personal Information Bank Name:

[Library Management System - Alexandria](#)

Personal Information Location:

Schools, Information Technology Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain patron information in Library Management System. To provide students and staff access to the District Resource Centre database.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Employees

Type(s) of Personal Information Collected:

Student Name	Employee Name
Student sd83 Email Address	Employee sd83 Email Address
Student Personal Education Number	Employee School Name
Student Phone Number	
Student Grade	

Persons Information is Used By and/or Disclosed To:

SD83 Teachers, Students, Companion Corp.

Department:

Education

Personal Information Bank Name:

[Lunch Order Lists](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To assist in the planning, ordering, and distribution of lunch programs to students.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student Division	Guardian Phone

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Support Staff, local organization/church

Department:

Education

Personal Information Bank Name:

[Media Consent Forms](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To obtain parental/guardian consent for media relations.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name Guardian Phone Number
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers

Department:
Education

Personal Information Bank Name:
[Network User Agreement Forms](#)

Personal Information Location:
Schools, CIMS database

Purpose for the Collection, Use and Disclosure of Personal Information:
To ensure student SD83 network users read and comply with School and District codes of conduct, policy and guidelines before accessing the District wireless network.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
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Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff

Department:

Education

Personal Information Bank Name:

[Personal Education Number \(PEN\) List](#)

Personal Information Location:

Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:

To aid in required purposes such as data collection (FSA, District Assessment, etc.).

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Student Personal Education Number Student DOB Student Gender
--

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:
Education

Personal Information Bank Name:
[Personal Information Consent Forms](#)

Personal Information Location:
Schools, CIMS database

Purpose for the Collection, Use and Disclosure of Personal Information:
To obtain consent to collect, keep, use and share photographs, videos, images, and/or names of students in a variety of publications and on the school or District’s website(s) for education related purposes.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
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Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff

Department:
Education

Personal Information Bank Name:
[Permanent Record Cards \(PR Cards\)](#)

Personal Information Location:
District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To create a permanent student record to track student information, enrolment, attendance, and progress as required by the *School Act*.

- Authority for Collection of Personal Information:**
- School Act, Section 79, 81, and 168(2)(t) and (k)
 - Ministerial Order M14/91
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Students

Type(s) of Personal Information Collected:

Student Name
Student DOB
Student Gender
Student Place of Birth
Student Personal Education Number
Student Address
Student Guardian Names
Student Medical/Legal Alert
Student Enrolment Record of Schooling
Student Attendance
Student Grades
Student Course Achievement Records

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Students, Legal Firms

Department:

Education

Personal Information Bank Name:

[Pro-D Tracking List](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To record Pro-D days used, location of events, and description of events.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Number Employee sd83 Email Address

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, NOSTA, CUPE

Department:

Education

Personal Information Bank Name:

Scholarship Applications

Personal Information Location:

District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To aid in successful scholarship acquisition and accurate distribution.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Phone Number
Student Social Insurance Number
Student Address
Student Personal Education Number
Student Transcript
Student Scholarship Application and Supporting Documents, per scholarship criteria

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Counsellors, Career planning staff, Scholarship committees, Third Party donors, Ministry of Education

Department:

Education

Personal Information Bank Name:

Scholarship Donor Records

Personal Information Location:

District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of scholarship donors and ensure accurate scholarship distribution.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Community and Individual Donors

Type(s) of Personal Information Collected:

Donor Name Donor Organization Name Donor Address Donor Contact Information Donor Email Address Donor Scholarship Amount, Information, and Criteria

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Finance staff, Clerical staff, Counsellors, Career planning staff, Teachers, Students

Department:

Education

Personal Information Bank Name:

[School Field Trip Forms](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of Parental/Guardian permission forms for student field trips and activities.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Student Address Student Contact Information Student Guardian Names Student Medical Information

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant staff

Department:

Education

Personal Information Bank Name:

[School Photos](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a photo directory of students for identification and for school yearbooks.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Number

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Support Staff, Guardians, photography company, RCMP

Department:
Education

Personal Information Bank Name:
[School Registration Forms](#)

Personal Information Location:
Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:
To track student information which is then transferred to Student Information System. Forms are kept in a file for possible emergency situations.

- Authority for Collection of Personal Information:**
- School Act, Section 75, 79(3), 81, 85(2), 88, 168(2)(a), (t) and (k)
 - Ministerial Order M152/89
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Students
 - Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student Email	Guardian Address
Student Personal Education Number	Guardian Relationship to Student
Student DOB	Guardian Employment Info
Student Address	Guardian Phone - home, work & cell
Student Gender	Guardian Email
Student Birthplace	Guardian Citizenship Information
Student Previous School Name	Guardian Proof of Residency Info
Student Care Card Number	Guardian Proof of Guardianship
Student Medical Information	
Student Custody Information	
Student Emergency Contact	
Student Language & Citizenship	
Student Residency Information	
Student Legal Alerts	
Student Indigenous Ancestry	
Student Indigenous Status Information	
Student Sibling Information	

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Management, Clerical staff, Teachers, Information Technology staff, Students, Guardians, Take Two Inc.

Department:

Education

Personal Information Bank Name:

[Special Needs Category List](#)

Personal Information Location:

District Education Support Centre, Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:

To identify designated students for provision of services and Ministry funding purposes.

Authority for Collection of Personal Information:

- School Act, Section 79 and 168(2)(t)
- Ministerial Order M152/89 and M150/89
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Personal Education Number
Student DOB
Student Grade
Student Special Needs Category

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Health Authorities

Department:

Education

Personal Information Bank Name:

[Staff Handbooks](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To track staff phone numbers, classes, job descriptions, and supervision schedules.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Room Location Employee Schedule/Hours Employee Phone Number

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant Staff, Support Staff

Department:

Education

Personal Information Bank Name:

[Staff Timetables](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To record staff timetables to determine where teachers are teaching their classes.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Teachers

Type(s) of Personal Information Collected:

Teacher Name
Teacher Room Location

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant Staff, Support Staff

Department:

Education

Personal Information Bank Name:

[Storefront School Waitlist](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To collect information on possible new students to Storefront.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name Student School Contact Info Student Ministry Contact Info	Guardian Name
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant Staff, Support Staff, Family & Youth Worker

Department:

Education

Personal Information Bank Name:

[Student Account Information](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To assist with students accessing their accounts and online resources.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name List of Student's assigned computer, network, and cloud-based resources
--

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Students

Department:

Education

Personal Information Bank Name:

[Student Conduct/Suspension Files](#)

Personal Information Location:

Schools, CIMS database, MyEd BC database

Purpose for the Collection, Use and Disclosure of Personal Information:

To comply with safety and student discipline requirements and to facilitate appeals or complaints.

Authority for Collection of Personal Information:

- School Act, Section 79

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Letters/Notes documenting conduct infractions put into the student file may include:

- Student Name
- Student Personal Education Number
- Date & Description of reason for suspension
- Administrator Notes and/or Recommendations
- Witness, Teacher and/or Counsellor Reports
- Return to School Plan and/or Recommendations

Persons Information is Used By and/or Disclosed To:

SD83 Administrators

Department:
Education

Personal Information Bank Name:
[Student Contact List](#)

Personal Information Location:
Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To maintain quick access to student information in emergency situations.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student Address	Guardian Phone
Student DOB	
Student Gender	
Student Photo	
Student Medical Alert/Information	
Student Emergency Contact Information	

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Support Staff, Safe Arrival volunteer

Department:

Education

Personal Information Bank Name:

[Student Course Selection Forms](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of student course selections and timetabling purposes.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Personal Education Number
Student Courses Requested

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:

Education

Personal Information Bank Name:

[Student Court Orders/Custody Documents Binder](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

For schools to determine parental/guardian rights of access of the student(s).

Authority for Collection of Personal Information:

- School Act, Section 5 and 175
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name Student Custody/Guardianship and Agreement Orders	Guardian Name
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Itinerant Staff, Support Staff

Department:

Education

Personal Information Bank Name:

[Student Fees List](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of student fees allocated and paid.

Authority for Collection of Personal Information:

- School Act, Section 82 and 175
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Grade
Student Teacher Name
Student Fees Owed/Paid

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:
Education

Personal Information Bank Name:
[Student Files](#)

Personal Information Location:
Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To maintain a central school record of student information.

Authority for Collection of Personal Information:

- School Act, Section 79
- Ministerial Order M152/89, M14/91, 191/94
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Report Card copies
Student Psychoeducational test copies
Student relevant correspondence
Student documentation of significant education items
Student Guardianship information
Student Residency information
Student Discipline records
Student Bussing Discipline records
Student Suspension letters
Student Indigenous Documentation
Student Support information
Student District Assessment copies

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers, Itinerant staff, Health Authorities

Department:

Education

Personal Information Bank Name:

[Student Incident Reports](#)

Personal Information Location:

Schools, BC Schools Protection Program

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of students injured either on school property, during school hours or during school events for health and safety purposes.

Authority for Collection of Personal Information:

- School Act, Section 79 and 92
- Order in Council OIC 344/11

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Student Gender Student Age Student Address Student Contact Information Student Guardian Name Incident details such as: Details/Description of Injury/Incident Witness Names
--

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, BC Schools Protection Program

Department:
Education

Personal Information Bank Name:
[Student Information System - Central Information Management System \(CIMS\)](#)

Personal Information Location:
SD23 Data Centre

Purpose for the Collection, Use and Disclosure of Personal Information:
To maintain a record of student information and progress in compliance with the requirements of Ministry reporting. To support the day to day operations of schools and district operations.

- Authority for Collection of Personal Information:**
- School Act, Section 79, 81 and 168(2)(t)
 - Ministerial Order M152/89
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Students
 - Guardians
 - Employees
 - Contractors

Type(s) of Personal Information Collected:

Student Name	Employee Name	Contractor Name
Student Personal Education Number	Employee Phone	Contractor sd83 Email Address
Student DOB	Employee SIN	Contractor sd83 Password
Student Address	Employee DOB	
Student Medical Info	Employee Seniority Date	
Student Emergency Contact	Employee Position History	
Student Language & Citizenship	Employee sd83 Email Address	
Student Indigenous Ancestry	Employee sd83 Password	
Student Network Name		
Student Attendance		
Student Course History/Schedule/Marks		
Student Special Needs Designation Data		
Student IEP's		
Student Guardian Name		
Student Guardian Address		
Student Guardian Employment Info		
Student Guardian Phone		
Student Guardian Email		

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Management, Clerical staff, Teachers, Itinerant staff, Information Technology staff, Health Authorities, Students, Guardians, School Messenger, STIX, Take Two Inc.

Department:
Education

Personal Information Bank Name:
[Student Information System - MyEd BC](#)

Personal Information Location:
MyEd BC Data Centre

Purpose for the Collection, Use and Disclosure of Personal Information:
To maintain a record of student information and progress in compliance with the requirements of Ministry reporting. To support the day to day operations of schools and district operations.

- Authority for Collection of Personal Information:**
- School Act, Section 79, 81 and 168(2)(t)
 - Ministerial Order M152/89
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Students
 - Guardians
 - Employees
 - Contractors

Type(s) of Personal Information Collected:

Student Name	Employee Name	Contractor Name
Student Personal Education Number	Employee Phone	Contractor sd83 Email Address
Student DOB	Employee SIN	Contractor sd83 Password
Student Address	Employee DOB	
Student Medical Info	Employee Seniority Date	
Student Emergency Contact	Employee Position History	
Student Language & Citizenship	Employee sd83 Email Address	
Student Indigenous Ancestry	Employee sd83 Password	
Student Network Name		
Student Attendance		
Student Course History/Schedule/Marks		
Student Special Needs Designation Data		
Student IEP's		
Student Guardian Name		
Student Guardian Address		
Student Guardian Employment Info		
Student Guardian Phone		
Student Guardian Email		

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Management, Clerical staff, Teachers, Itinerant staff, Information Technology staff, Health Authorities, Students, Guardians, School Messenger, STIX, Take Two Inc.

Department:

Education

Personal Information Bank Name:

[Student Medical Alerts/Medication List](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of health/emergency procedures for individual students, required medication(s) and directions for use.

Authority for Collection of Personal Information:

- School Act, Section 79(3) and 88(1)
- Ministerial Order M232/07
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student DOB	Guardian Phone
Student Gender	
Student Medical Alert Information	
Student Doctor Information	
Student Medication Information (type, dosage, etc.)	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Support staff

Department:

Education

Personal Information Bank Name:

[Student Locker List](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To record students who use school lockers.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Student Locker Number Student Lock Combinations
--

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers

Department:

Education

Personal Information Bank Name:

[Student Records Request Listing](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To track student files, transcripts, and PR Cards being requested.

Authority for Collection of Personal Information:

- School Act, Section 79
- Ministerial Order M14/91
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Name of School Student previously attended Information on where the records/files are sent to and received from

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:

Education

Personal Information Bank Name:

Student Volunteer Records

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide a record of student volunteers, service and placement in community.

Authority for Collection of Personal Information:

- School Act

Individuals in Bank:

- Students

Type(s) of Personal Information Collected:

Student Volunteer Name	Placement of community service	Date of Community Service
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical Staff

Department:

Education

Personal Information Bank Name:

[Student Timetables](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To record student timetables as of September 30th for audit purposes.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Student Class Assignments, per block and per semester

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Support staff/services

Department:

Education

Personal Information Bank Name:

[Student Transcript](#)

Personal Information Location:

Secondary Schools, District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a permanent record for school and district use and to enable future reference for students.

Authority for Collection of Personal Information:

- School Act, Section 79
- Ministerial Order M152/89
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students who have graduated

Type(s) of Personal Information Collected:

Copy of Transcript of Grades issued by the Ministry of Education containing:

- Student Name
- Student DOB
- Student Personal Education Number
- Student Courses Taken
- Student Examination Marks
- Student Final Grades
- Student Permanent Record Card

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Students

Department:

Education

Personal Information Bank Name:

Student Transfer or Withdrawal Record

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To track transfers or withdrawals of students and the corresponding reason, if available. To record the release of records as authorized.

Authority for Collection of Personal Information:

- School Act, Section 79(1)
- Ministerial Order M14/91
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name
Student Address
Student Phone Number
Student DOB
Student Grade
Student Gender
Student Current Grade or Program
Student Current PR Card
Reason for Withdrawal/Transfer

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:

Education

Personal Information Bank Name:

[Student Verification Forms Binder](#)

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To verify student information – forms are sent home and returned by guardians.

Authority for Collection of Personal Information:

- School Act, Section 20(1), 79 and 175
- Ministerial Order M152/89
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student DOB	Guardian Address
Student Gender	Guardian Employment Info
Student Address	Guardian Phone
Student Phone	Guardian Email
Student Care Card Number	Guardian Legal Custody Info
Student Medical Information	
Student Emergency Contact	
Student Language & Citizenship	
Student Indigenous Ancestry	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Support staff/services

Department:

Education

Personal Information Bank Name:

Teacher Daybooks

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To track Teacher classroom plans and reminders.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name Student specific reminders and information
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Teachers

Department:

Education

Personal Information Bank Name:

Teacher Evaluation

Personal Information Location:

Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of Teacher teaching assessments during their teaching profession.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Position Employee Evaluation Date Employee Evaluation Report
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Teachers

Department:

Education

Personal Information Bank Name:

[Transportation Assistance Forms](#)

Personal Information Location:

District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record, determine eligibility, and authorize payment of transportation allowance.

Authority for Collection of Personal Information:

- School Act, Section 79 and 170
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
Student School Name	Guardian Contact Information
Student Grade	
Student Address	

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Finance staff, Clerical staff

Department:
Education

Personal Information Bank Name:
[Volunteer Police Information Check/Criminal Record Check List](#)

Personal Information Location:
District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To ensure volunteers meet Board of Education policy requirements and to maintain a list of active, approved volunteers.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Volunteers

Type(s) of Personal Information Collected:

Volunteer Name
Volunteer DOB
Volunteer PIC/CRC Results

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff

Department:
Education

Personal Information Bank Name:
[Volunteer/Staff Driver List](#)

Personal Information Location:
Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To ensure volunteers meet Board of Education policy requirements and to maintain a record of volunteer applications and approved drivers for school activities.

- Authority for Collection of Personal Information:**
- School Act, Section 20(1), 79 and 175
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Volunteers
 - Employees

Type(s) of Personal Information Collected:

Volunteer Name	Employee Name
Volunteer Address	Employee Address
Volunteer Contact Information	Employee Contact Information
Volunteer Drivers Abstract	Employee Drivers Abstract
Volunteer Drivers Licence Number	Employee Drivers Licence Number
Volunteer Vehicle Registration and Insurance Info.	Employee Vehicle Registration and Insurance Info.

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Clerical staff, Teachers

Department:

Education

Personal Information Bank Name:

[Work Experience Agreements](#)

Personal Information Location:

Secondary Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of student work experience agreements.

Authority for Collection of Personal Information:

- School Act, Section 79 and 168(2)(a)
- Ministerial Order M237/11
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardian
- Employer/Sponsoring Organization

Type(s) of Personal Information Collected:

Student Name	Guardian Name	Employer/Sponsoring Org. Name
Student DOB	Guardian Address	Employer/Sponsoring Org. Address
Student Gender	Guardian Phone	Employer/Sponsoring Org. Phone
Student Address		Supervisor Name
Student Phone		
Student Emergency Contact		

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Support staff

Department:

Education

Personal Information Bank Name:

[Work Experience Database](#)

Personal Information Location:

Secondary Schools

Purpose for the Collection, Use and Disclosure of Personal Information:

To place students on work experience and for tracking student hours worked.

Authority for Collection of Personal Information:

- School Act, Section 79 and 168(2)(a)
- Ministerial Order M237/11
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardian
- Employer/Sponsoring Organization

Type(s) of Personal Information Collected:

Student Name Student Address Student Phone Student Work Experience Data	Guardian Name	Employer/Sponsoring Org. Name Employer/Sponsoring Org. Address Employer/Sponsoring Org. Phone Supervisor Name
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff, Teachers, Students, Guardians

Department:

Finance

Personal Information Bank Name:

[BMO Purchasing Card Binder and Reconciliations](#)

Personal Information Location:

District Education Support Centre, Works Complex, BMO Spend Dynamics database

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of employees issued a district purchasing card. To maintain a record of monthly purchasing card reconciliations and receipts.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees who have been issued a district purchasing card

Type(s) of Personal Information Collected:

Employee Name
Employee School/Department
Employee Supervisor Name & Approval

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Finance staff, Clerical staff, BMO

Department:

Finance

Personal Information Bank Name:

[Employee Benefit Program Records](#)

Personal Information Location:

District Education Support Centre, PowerSchool atrieveERP database

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain current benefit records for employees.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name
Employee Number
Employee SIN
Employee Gender
Employee DOB
Employee Amount of Coverage Information
Employee Benefit Information
Employee Deduction/Contribution Amounts

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Payroll staff, Public Employees Benefit Trust (PEBT), Morneau Shepell, Great West Life, Teachers Pension Plan, Municipal Pension Plan

Department:

Finance

Personal Information Bank Name:

[Employee Dues Records](#)

Personal Information Location:

District Education Support Centre, PowerSchool atrieveERP database

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain union/association dues records for employees.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Number Employee SIN Employee Deduction Information
--

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Payroll staff, CUPE Local 523, NOSTA, BCTF, BCPVPA

Department:

Finance

Personal Information Bank Name:

[Employee Expense Claim Records](#)

Personal Information Location:

District Education Support Centre, Schools, PowerSchool/atriveERP database

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide a means of paying employees for expenses owing. To maintain a record of expenses paid and accompanying receipts.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Number Employee Department Employee Address Employee Supervisor Name & Approval
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Finance staff, Clerical staff

Department:

Finance

Personal Information Bank Name:

[Employee Timesheets](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To record employee hours worked to support payroll and benefit processing.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee School/Department Employee Number Employee Hours Worked, Absences, Etc.

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Payroll staff, Clerical staff, Employees

Department:

Finance

Personal Information Bank Name:

[Payroll Employee Records](#)

Personal Information Location:

District Education Support Centre, PowerSchool atrieveERP database

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain payroll information as relates to employment.

Authority for Collection of Personal Information:

- School Act, Section 15(1)
- Freedom of Information and Protection of Privacy Act, Section 26(c)
- Employment Standards Act, Section 28(1)

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name
Employee Number
Employee SIN
Employee Address
Employee Pay Information
Employee Benefit Information
Employee Timesheets
Employee T4's
Employee LTD Information

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Payroll staff, Human Resources staff

Department:

Finance

Personal Information Bank Name:

School Books Accounting Records

Personal Information Location:

District Education Support Centre, Schools, CIMS database

Purpose for the Collection, Use and Disclosure of Personal Information:

To support school financial day to day operations and maintain a record for audit purposes.

Authority for Collection of Personal Information:

- School Act, Section 82
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Students
- Guardians
- Vendors

Type(s) of Personal Information Collected:

Student Name	Guardian Name	Vendor Name
Student Address	Guardian Address	Vendor Address
Student Phone Number	Guardian Phone Number	Vendor Phone/Fax Numbers
Student Grade		

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Finance staff, Clerical staff

Department:

Finance

Personal Information Bank Name:

[Trustee Statement of Disclosure](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

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, as per the *Financial Disclosure Act*.

Authority for Collection of Personal Information:

- Financial Disclosure Act
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Trustees

Type(s) of Personal Information Collected:

Trustee Name
Trustee Address
Trustee Level of Government
Trustee Assets
Trustee Liabilities
Trustee Income
Trustee Real Property

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Clerical staff

Department:

Finance

Personal Information Bank Name:

[Vendor EFT Application Binder](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of vendors who have applied to received payment via Electronic Funds Transfer (EFT).

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Vendors

Type(s) of Personal Information Collected:

Vendor Name
Vendor Address
Vendor Phone/Fax Numbers
Vendor Authorized Contact
Vendor Banking Information
Vendor EFT Remittance Email Address

Persons Information is Used By and/or Disclosed To:

SD83 Finance staff

Department:

Finance

Personal Information Bank Name:

[Vendor Files](#)

Personal Information Location:

District Education Support Centre, Schools, PowerSchool atrieveERP database

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of invoices paid/billed to vendors.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Vendors

Type(s) of Personal Information Collected:

Vendor Name Vendor Address Vendor Phone/Fax Numbers

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Finance staff, Clerical staff

Department:

Human Resources

Personal Information Bank Name:

[Employee Personnel Files](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain employment records and relevant employment information for current employees.

Authority for Collection of Personal Information:

- School Act, Section 15(1)
- Freedom of Information and Protection of Privacy Act, Section 26(c)
- Employment Standards Act [RSBC 1996] c 113, Section 528(1)

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name
Employee Contact Information
Employee DOB
Employee Gender
Employee SIN
Employee Education History/Qualifications
Employee Resume
Employee Criminal Record Checks
Employee Evaluations
Employee Contracts and Appointment Letters
Employee Letters of Discipline or Expectation

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff, Payroll staff, Employees

Department:

Human Resources

Personal Information Bank Name:

[Employee Medical Files](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To track employee sick leaves and disability leaves.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Contact Information Employee Position Employee Doctor's Notes Employee Medical Certificates Employee Leave of Absence Requests
--

Persons Information is Used By and/or Disclosed To:

SD83 Human Resources staff

Department:
Human Resources

Personal Information Bank Name:
[Employee Return to Work Files](#)

Personal Information Location:
District Education Support Centre – OHS Dept, Electronic files/database

Purpose for the Collection, Use and Disclosure of Personal Information:
To keep record of employee short term and long term disability claims, return to work, assessments and progress.

- Authority for Collection of Personal Information:**
- School Act, Section 15(1)
 - Workers Compensation Act
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- All district employees with short term or long term return to work claims and incidents.

Type(s) of Personal Information Collected:

Employee Name Employee Position/School Employees Supervisor Name Injury/Incident Date/Type Attending First Aid Report, and Attendees Name Employees Physician Name/Contact Information EAP Contact Information Specialist Information
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Persons Information is Used By and/or Disclosed To:
Management Supervisors, Human Resources Staff, Human Resources Co-Ordinator – Health, Safety and Wellness and Assistance, EAP Administrator, Payroll staff.

Department:

Human Resources

Personal Information Bank Name:

[Employee Schedules](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To input employee schedules into Atrieve and to update emergency contact information.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name
Employee Contact Information
Employee Position
Employee Number
Employee Emergency Contact Information

Persons Information is Used By and/or Disclosed To:

SD83 Human Resources staff

Department:

Human Resources

Personal Information Bank Name:

[Grievance/Arbitration Files](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To track ongoing and closed grievances/arbitrations and to maintain history on resolutions.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Contact Information Employee Position Grievance/Arbitration Correspondence and Outcomes

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff

Department:

Human Resources

Personal Information Bank Name:

[Human Resource Archives - Employee Personnel Files](#)

Personal Information Location:

District Education Support Centre, Salmon Arm Secondary - Sullivan

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain historical employment information for previous employees.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Previous Employees

Type(s) of Personal Information Collected:

Employee Name
Employee Contact Information
Employee DOB
Employee Gender
Employee SIN
Employee Education History/Qualifications
Employee Resume
Employee Criminal Record Checks
Employee Evaluations
Employee Contracts and Appointment Letters
Employee Letters of Discipline or Expectation
Employee ROEs
Employee Benefit/Pension Information

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff, Payroll staff, Employees

Department:

Human Resources

Personal Information Bank Name:

[Investigation Files](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To track ongoing and closed investigations relating to staff.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Contact Information Employee Position Investigation Interview Notes and Reports Letters of Expectation and/or Discipline

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff

Department:

Human Resources

Personal Information Bank Name:

[Job Competition Records](#)

Personal Information Location:

District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To determine the best candidates for all job postings.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Internal/External Applicants

Type(s) of Personal Information Collected:

Applicant Name Applicant Contact Information Applicant Resume Applicant Certifications/Qualifications Applicant Reference Names Applicant Reference Contact Information Interview Reference Notes and Job Posting

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Human Resources staff

Department:

Human Resources

Personal Information Bank Name:

[Leave of Absence Records](#)

Personal Information Location:

District Education Support Centre, PowerSchool atrieveERP database

Purpose for the Collection, Use and Disclosure of Personal Information:

To track absence entitlement for staff and manage replacements.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Position and School/Department Employee Dates Absent Employee Reason for Absence Replacement Employee Name

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff, Payroll staff, Clerical staff

Department:

Human Resources

Personal Information Bank Name:

Seniority List – CUPE 523

Personal Information Location:

District Education Support Centre, Schools, Works Complex, CUPE 523

Purpose for the Collection, Use and Disclosure of Personal Information:

To track seniority in accordance with the collective agreement.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- CUPE 523 Employees

Type(s) of Personal Information Collected:

Employee Name Employee Seniority Date
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff, Payroll staff, Clerical staff, CUPE Employees, CUPE 523

Department:

Human Resources

Personal Information Bank Name:

Seniority List – NOSTA

Personal Information Location:

District Education Support Centre, Schools, Works Complex, NOSTA

Purpose for the Collection, Use and Disclosure of Personal Information:

To track seniority in accordance with the collective agreement.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Teachers eligible for seniority

Type(s) of Personal Information Collected:

Teacher Name Teacher Seniority Date
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Human Resources staff, Payroll staff, Clerical staff, Teachers, NOSTA

Department:
Human Resources

Personal Information Bank Name:
[Teacher Remedy Records](#)

Personal Information Location:
District Education Support Centre, Schools

Purpose for the Collection, Use and Disclosure of Personal Information:
To determine the calculation of remedy owed to the teacher under the current provincial collective agreement regarding class size and composition.

Authority for Collection of Personal Information:

- School Act, Section 15(1)
- School Act Regulation, BC Reg 52/12
- Freedom of Information and Protection of Privacy Act, Section 26(c)

Collected Personal Information is About:

- Teachers

Type(s) of Personal Information Collected:

Teacher Name
Teacher Position/School
Teacher Employee Number
Teacher Current Class Configuration
Teacher Remedy Calculation & Remedy Used

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Human Resources staff, Payroll staff, Clerical staff, Teachers

Department:

Human Resources

Personal Information Bank Name:

[WorkSafe BC Files](#)

Personal Information Location:

District Education Support Centre – OHS Department, Electronic Files/Database

Purpose for the Collection, Use and Disclosure of Personal Information:

To monitor WorkSafe BC claims, incidents and progress.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- All district Employees with WorkSafe BC claims or incidents.

Type(s) of Personal Information Collected:

Employee Name
Employee Position/School
Employee Contact Information
Employee’s Supervisor
Injury Date/Type
Attending First Air Report, and Attendants Name
Employee’s Physician

Persons Information is Used By and/or Disclosed To:

Management Supervisors, Joint OHS Committee, Human Resources Co-Ordinator – Health, Safety and Wellness and Assistance; WorkSafe BC, Human Resources Department, Payroll staff.

Department:
Information Technology

Personal Information Bank Name:
[Active Directory](#)

Personal Information Location:
Information Technology Department

Purpose for the Collection, Use and Disclosure of Personal Information:
To provide staff and students access to district computers, networks and resources including but not limited to Office365 and G Suite.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Employees
- Contractors

Type(s) of Personal Information Collected:

Student Name Student sd83 Email Address Student sd83 Password Student Grade	Employee Name Employee sd83 Email Address Employee sd83 Password	Contractor Name Contractor Password
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Persons Information is Used By and/or Disclosed To:
SD83 Employees, Microsoft, Google

Department:

Information Technology

Personal Information Bank Name:

[District Data Warehouse](#)

Personal Information Location:

Information Technology Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To collect and manage information from CIMS, MyEd BC, Powerschool/atriveERP, Active Directory for application extracts, district billing, camera systems, work orders, and information security.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Students
- Employees

Type(s) of Personal Information Collected:

Student Name	Employee Name
Student sd83 Email Address	Employee sd83 Email Address
Student Grade	

Persons Information is Used By and/or Disclosed To:

SD83 Information Technology Department

Department:
Operations

Information Bank Name:
[Building Intrusion and Controls](#)

Personal Information Location:
Information Technology Department, Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:
To provide access for maintaining building controls including intrusion and fire alarm systems.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees
- Contractors

Type(s) of Personal Information Collected:

Employee Name	Contractor Name Contractor Address Contractor Phone Number
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Persons Information is Used By and/or Disclosed To:
SD83 Operations staff, SD83 Administrators, KIMCO Controls, Graydon Alarms

Department:

Operations

Personal Information Bank Name:

[Bus Driver Seniority List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track and dispatch extra Bus Driver work.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number
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Persons Information is Used By and/or Disclosed To:

SD83 Transportation Manager, Clerical staff

Department:

Operations

Personal Information Bank Name:

[Casual Bus Driver Call-out List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track and dispatch casual Bus Driver work.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number
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Persons Information is Used By and/or Disclosed To:

SD83 Transportation Manager, Clerical staff

Department:

Operations

Personal Information Bank Name:

[Casual Custodian Call-out List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track and dispatch casual custodial work.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number
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Persons Information is Used By and/or Disclosed To:

SD83 Custodial Supervisor, Clerical staff

Department:

Operations

Personal Information Bank Name:

[Custodian Seniority List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track and dispatch extra custodial work.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number
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Persons Information is Used By and/or Disclosed To:

SD83 Custodial Supervisor, Clerical staff

Department:

Operations

Personal Information Bank Name:

[District Vehicle Authorized Driver List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a record of authorized drivers for School District vehicles.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Drivers License Copy Employee Drivers Abstract

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff

Department:

Operations

Personal Information Bank Name:

[District Vehicle Request List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track and maintain a record of School District vehicles being requested and used by staff.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number Employee Address
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff

Department:

Operations

Personal Information Bank Name:

[Employee Timesheet Checklist](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track timesheets submitted and/or missing for Payroll.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Number

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff

Department:
Operations

Information Bank Name:
[Key Inventory Lists](#)

Personal Information Location:
Works Complex, Schools, District Education Support Centre

Purpose for the Collection, Use and Disclosure of Personal Information:
To track school district facility keys issued.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees
- Contractors

Type(s) of Personal Information Collected:

Employee Name	Contractor Name
Employee Work Location	Contractor Address
	Contractor Phone Number

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Operations staff, Clerical staff

Department:

Operations

Information Bank Name:

[Operations Access Database](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain information relating to bus routes, emergencies, and employment.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name
Employee Address
Employee Phone Number
Employee Drivers Licence Number
Employee Drivers Abstract
Employee Number
Employee ProFuel Information
Employee Web Work Information
Employee Training/Education Certificates

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff

Department:

Operations

Information Bank Name:

[Personnel Files](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain information relating to employment.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Address Employee Phone Number Employee Employment Records, such as: Training/Education Certificates
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Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff

Department:
Operations

Information Bank Name:
[Student Transportation Behaviour/Discipline Reports](#)

Personal Information Location:
Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:
To comply with safety and student discipline requirements pertaining to students' behaviour on District school busses.

Authority for Collection of Personal Information:

- School Act, Section 79

Collected Personal Information is About:

- Students

Type(s) of Personal Information Collected:

Student Name School Student Attends Reason Report Issued
--

Persons Information is Used By and/or Disclosed To:
SD83 Administrators, Management, Clerical staff, Bus Driver

Department:

Operations

Personal Information Bank Name:

Summer/Temporary Work Schedule

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To track and dispatch summer and temporary work.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Phone Number Employee Work Locations

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Human Resources staff, Clerical staff

Department:
Operations

Information Bank Name:
[Transportation Lists/Schedules](#)

Personal Information Location:
Works Complex, VersaTrans database

Purpose for the Collection, Use and Disclosure of Personal Information:
To comply with safety and transportation requirements and maintain information on bus stops, safety notes, and contact numbers, including emergency contacts in the event of bussing concerns.

- Authority for Collection of Personal Information:**
- School Act, Section 79
 - Freedom of Information and Protection of Privacy Act, Section 26(c)

- Collected Personal Information is About:**
- Students
 - Guardians

Type(s) of Personal Information Collected:

Student Name	Guardian Name
School Student Attends	Guardian Phone Number(s)
Student Grade	
Student Medical Alerts	
Student Bus Stop Information	

Persons Information is Used By and/or Disclosed To:
SD83 Transportation Manager, Clerical staff, VersaTrans

Department:

Operations

Information Bank Name:

Transportation Software – ProFuel

Personal Information Location:

Works Complex, ProFuel database

Purpose for the Collection, Use and Disclosure of Personal Information:

To enable employees to pump fuel from our on-site fueling station.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name Employee Fuel Number Employee PIN

Persons Information is Used By and/or Disclosed To:

SD83 Transportation Manager, Clerical staff, ProFuel

Department:

Operations

Information Bank Name:

[Vendor/Contractor Contact List](#)

Personal Information Location:

Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain a contact list of vendors/contractors that deal with Operations matters.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Vendors/Contractors

Type(s) of Personal Information Collected:

Vendor/Contractor Name Vendor/Contractor Phone Number Vendor/Contractor Address

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff

Department:

Operations

Personal Information Bank Name:

[Web Work – Work Order System](#)

Personal Information Location:

Information Technology Department, Works Complex

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide a work order system for building, computer, and vehicle maintenance.

Authority for Collection of Personal Information:

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

Collected Personal Information is About:

- Employees

Type(s) of Personal Information Collected:

Employee Name
Employee DOB
Employee Address
Employee Phone Number
Employee Hire Date
Employee Wage Information
Employee Number
Employee sd83 Email Address
Employee sd83 Password
Employee Work Location
Employee Training/Certifications
Employee Drivers License Number

Persons Information is Used By and/or Disclosed To:

SD83 Administrators, Management, Clerical staff, Tero Consulting