



# Directory of Personal Information Banks

School District No. 58  
(Nicola-Similkameen)

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The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of School District No. 58 and to assist the public in identifying the location of personal information about them held by the School District. It is produced and maintained by the Technology Department. For more information please contact [jhohner@365.sd58.bc.ca](mailto:jhohner@365.sd58.bc.ca) Phone:250-378-5161.

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

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## DEFINITIONS

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

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

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## Access Alarm Usage Database

**Location:**

Maintenance Department

**Information:**

Name, user number, security code

**Individuals:**

Staff, Contractors

**Use:**

Adding / removing access to building sites

**Users:**

Electricians, Maintenance Employees

**Legal Authority:**

*School Act, Freedom of Information and Privacy Protection Act*

## Accounts Payable

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Address, Phone Number

**Individuals:**

Companies and/or individuals that the school district owes money to.

**Use:**

To ensure that accounts payable records are maintained accurately and consistently according to internal audit procedure and accounting requirements.

**Users:**

District office, auditors and school-based staff that require access to perform their job.

**Legal Authority:**

The *School Act* and the *Financial Information Act*.

## Accounts Receivable

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Address, Phone Number

**Individuals:**

Companies and/or individuals that owe money to the school district

**Use:**

To ensure that accounts receivable records are maintained accurately and consistently according to internal audit procedure and accounting requirements

**Users:**

District office, auditors and school based staff that require access to perform their job.

**Legal Authority:**

The *School Act* and the *Financial Information Act*.

## Administration of Student Medication Log

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, DOB, Phone Number, Parent Name, Medical Condition, Medication Information

**Individuals:**

Students

**Use:**

To ensure proper protocols are followed in the administration of medication

**Users:**

District office staff, School based staff

**Legal Authority:**The *School Act*



## Assessment Tests / Results

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, PEN Number, Any information that relates to the assessment including, but not limited to, Designation, Medical history

**Individuals:**

Students

**Use:**

To record accurate results for any assessments or tests that have been administered to students

**Users:**

School District Staff

**Legal Authority:**

The *School Act*

## Athlete Registration for BC School Sports

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, PEN, Phone Number, Address, School Name

**Individuals:**

Students

**Use:**

To provide accurate information for registration of students into the BC School Sports athletic contests

**Users:**

BC School Sports, School District Staff who sponsor or coach athletes

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act* and *The School Act*

## Attendance AutoDialer System

**Location:**

District Technology Office, Secondary Schools

**Information:**

Pupil Number, Periods Absent

**Individuals:**

Students

**Use:**

To enable an accurate upload to the attendance autodialer for secondary schools to notify parents of unexcused absences

**Users:**

Secondary School Office Staff, Technology staff

**Legal Authority:**

The *School Act*

## AutoDialer System

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Pupil Number, School Name, Phone Number, Address, Parent's Name, Parent Contact Information, Grade, Homeroom

**Individuals:**

Students, Staff

**Use:**

Enable School District staff to contact students, their families and staff in the event of an emergency or announcement in a streamline process

**Users:**

District office staff, School based office staff, Administrators

**Legal Authority:**

The *School Act*

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## Baragar Database

**Location:**

District Technology Office

**Information:**

Name, PEN, Pupil Number, Grade, Address, Phone Number

**Individuals:**

Students

**Use:**

Enable Baragar to give accurate data to the school district for predicting enrollment for future years by school and presenting catchment area data for the school district

**Users:**

School District Management

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act* and the *School Act*

## Bequests and Donations

<b>Location:</b>	School Board Office, Elementary and Secondary Schools, District Departments
<b>Information:</b>	Records relating to donations, gifts or bequests received from organization's business or individuals. Includes corporate sponsorships.
<b>Individuals:</b>	Individual and/or corporate donors.
<b>Use:</b>	To ensure that records of Bequests and Donation are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.
<b>Users:</b>	District office, auditors and school based staff that require access to perform their job.
<b>Legal Authority:</b>	The <i>Freedom of Information and Protection of Privacy Act</i>

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## Board of Education – Trustees

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Address, Phone Number, Position

**Individuals:**

Trustees of the Board of Education

**Use:**

Contact list

**Users:**

District office staff, School based staff

**Legal Authority:**

The *School Act*

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## Bookings Database

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Organization, Email, Phone Number, Insurance Information

**Individuals:**

Individuals or Organizations using SD46 Facilities

**Use:**

Booking the use of School District facilities to outside organizations and individuals and to keep accurate records of user groups

**Users:**

District office staff, School based office staff, Administrators

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*



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## Busing Database

**Location:**

Elementary and Secondary Schools

**Information:**

Name, Phone Number, Grade, Address, Contact Names and Phone numbers,  
School Name

**Individuals:**

Students

**Use:**

To accurately record students information for the purpose of providing bussing

**Users:**

School District Bus Drivers, School Secretaries

**Legal Authority:**

The *School Act*

## Class Attendance Sheets

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, Pupil Number, Grade

**Individuals:**

Students

**Use:**

For classroom/student recordkeeping by teachers and FNSW

**Users:**

District office staff, School based staff

**Legal Authority:**

The *School Act* and Student Record Regulation.

## Contracts and Agreements – Successful Bidders

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Records relating to tender documentation received from successful bidders. Includes correspondence, tender packages, reviews with vendor as to reasons for bid approval and respective contracts.

**Individuals:**

Successful bidders with respect to contract work with the district.

**Use:**

Documentation involving accountability with the tendering process.

**Users:**

School system administration.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

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## Contracts and Agreements – Unsuccessful Bidders

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Records relating to tender documentation received from unsuccessful bidders. Includes correspondence, tender packages, reviews with vendors as to reasons for bid rejection etc.

**Individuals:**

Unsuccessful bidders with respect to contract work with the district.

**Use:**

Documentation involving accountability with the tendering process.

**Users:**

School system administration.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Criminal Record Check Forms

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Address, Summarization of Criminal Record Check

**Individuals:**

School District Employees and Volunteers

**Use:**

To record Criminal Record Check results for all persons working with students in the School District

**Users:**

School Based Staff, District Office Staff

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act* and the *Criminal Records Review Act*

## Drivers Abstracts

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Address, Height, Weight, Eye Color, Hair Color, Driver's License No. and Class, DOB, Driving Violations, Driving Prohibitions or Suspensions, Original Date of Issue of License and Expiry Date

**Individuals:**

Volunteer Drivers, School District Employees who drive as part of their employment

**Use:**

To record Driving records for all parent volunteers who drive students and school district employees that drive as part of their employment and ensure that they pass the requirements for their respective driving tasks

**Users:**

School District Staff

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Early Learners Database

**Location:**

District Support Services

**Information:**

Name, Student ID, Phone Number, Email, Contact Name

**Individuals:**

Early Learning Students

**Use:**

Record early learners for enrollment in early learning programming

**Users:**

District Support Services and Early Learning Staff

**Legal Authority:**

The *School Act*

## EDI Database

<b>Location:</b>	District Support Services
<b>Information:</b>	Name, School, Homeroom, PEN Number, Gender, DOB, Aboriginal Ancestry, Postal Code
<b>Individuals:</b>	Students
<b>Use:</b>	To record data and track provincial trends through kindergarten assessment in regard to the vulnerabilities that students are starting school with through the UBC EDI
<b>Users:</b>	District Support Services Staff, School Based staff
<b>Legal Authority:</b>	The <i>School Act</i>



## Employee Files

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Information pertaining to employment of certified and professional district staff. Includes name, address, birth date, gender, phone number, social insurance number, certification number, certification information, verification of salary and experience, citizenship, marital status, educational and employment history, employment commencement date, resume and application for employment, performance appraisals, letters of reference/recommendation, staff development and training information, appointment records, pay and benefits information, attendance records, workers compensation information, employee assistance, health and life insurance records, job classification/assignment, discipline information, and other personal data related to employment.

**Individuals:**

School district employees.

**Use:**

Record the employee's work history and payroll/benefit transactions.

**Users:**

Designated management, supervisory, personnel/human resources staff and payroll staff.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Employee Grievances

**Location:**

School Board Office

**Information:**

Name, Position, Supervisor, information related to the grievance

**Individuals:**

Staff

**Use:**

Record grievances between the School District and Unionized Employee Groups

**Users:**

School District Management

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Employee Records (Active and Former)

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, Any pertinent information kept on file at their location of work

**Individuals:**

Staff

**Use:**

To keep records of information pertinent to staff within the worksite

**Users:**

School District Management

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Expense Claims

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Any information and documentation regarding expense claims applicable to ones work within the district. Including name, position and location in the district and the receipts/details of the claim.

**Individuals:**

All staff submitting expense claims.

**Use:**

To ensure that staff expense records are maintained accurately and consistently according to internal audit procedure and accounting requirements

**Users:**

District office, auditors and school based accounts payable staff, claimants and supervisors of claimants.

**Legal Authority:**

The *School Act*

## First Nations Student Records

**Location:**

District Technology Office, Aboriginal Support Services

**Information:**

Name, Pupil Number, School, Gender, Grade, DOB, Address, Phone Number, Custody Information, ELL status, IEP status, Aboriginal Ancestry, Contact Information, Incident reports, timetables

**Individuals:**

Aboriginal Students

**Use:**

To accurately record information for students identified as First Nations to support the Aboriginal Education Department in implementing programming

**Users:**

District Technology Staff, Aboriginal Support Services Staff

**Legal Authority:**

The *School Act* and the *Freedom of Information and Protection of Privacy Act*

## Freedom of Information and Protection of Privacy Requests

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, address, telephone number, description of information being requested or corrected, correspondence, copies of requested records.

**Individuals:**

Individuals submitting request under the Act.

**Use:**

Maintain a record of all request, compile statistics.

**Users:**

Freedom of Information and Protection of Privacy Co-ordinator and Head, Office of the FOIP Commissioner.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

**FreshGrade****Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, Homeroom, Address, Email, School Name, Phone Number, Pupil Number,

**Individuals:**

Students, Staff, Parents

**Use:**

Enable the use of FreshGrade within schools as a form of reporting to parents

**Users:**

Students, District Staff, Parents

**Legal Authority:**The *Freedom of Information and Protection of Privacy Act*

## Human Resources System

**Location:**

School Board Office

**Information:**

Name, Address, Phone Number, Gender, DOB, SIN, Certificates, Employee No., Marital Status (Historical),

**Individuals:**

School District Employees

**Use:**

To record accurate employee information for use by the Human Resources Department

**Users:**

Human Resources Staff, department supervisors, human rights officers, auditors.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*



## Heating, Ventilation and Air Conditioning (HVAC) Database

**Location:**

Maintenance Department

**Information:**

Name

**Individuals:**

Maintenance Employees who use the HVAC system

**Use:**

To record usernames for those employees who access the HVAC system

**Users:**

Maintenance Employees

**Legal Authority:**The *Freedom of Information and Protection of Privacy Act*

## International Education Students – Applications

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Address, Phone Number, Email, Health Records, Transcripts, Passport, Consent Forms, Any other pertinent information for purposes of applying

**Individuals:**

International Students applying to attend School District 46 schools

**Use:**

To record all international student applications made to the school district

**Users:**

School Board Office Staff, Elementary and Secondary School Office Staff and Management

**Legal Authority:**

*The Freedom of Information and Protection of Privacy Act*

## Job Competition

**Location:**

School Board Office

**Information:**

Name, address, home and alternate phone number, application form, resume, job advertisement, screening techniques and tools, results of the screening and evaluation results, and appointment of the successful candidate.

**Individuals:**

Applicants for school system positions.

**Use:**

To document the hiring process and provide statistical data

**Users:**

The district office staff that require access to perform their duties in addition to human rights authorities and appropriate administrators

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Legal Matters – Litigation

**Location:**

School Board Office

**Information:**

Records relating to court cases, suits or other litigation by or against the board and its schools or staff. May include disputes with associations, contract concerns etc.

**Individuals:**

Individuals, groups, businesses involved in legal dispute with the school district.

**Use:**

To ensure that records of litigation are maintained accurately and consistent with those requirements identified by the District's legal counsel.

**Users:**

School system administrators, auditors, legal counsel.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Library Database (Destiny)

**Location:**

District Technology Office, Secondary and Elementary Schools

**Information:**

Name, Grade, Pupil Number, Gender, DOB, School Name, Homeroom, Address, Phone Number

**Individuals:**

Students, Staff, Parents

**Use:**

Keep accurate student information in DESTINY and to record student use of library resources

**Users:**

District Technology Office Staff, Secondary and Elementary Library Staff

**Legal Authority:**

The *School Act* and the *Freedom of Information and Protection of Privacy Act*

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## Mailing Lists

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, address, telephone and fax numbers, may contain position/classification and place of employment.

**Individuals:**

Individuals receiving correspondence, information or publications

**Use:**

Mail information or publications to interested individuals.

**Users:**

Interested community members.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Maintenance Request Database

**Location:**

Maintenance Department

**Information:**

Name, Email, Phone Number, Location, Any other information pertinent to the maintenance request being made

**Individuals:**

School District Employees

**Use:**

To accurately track and record maintenance issues within the school district through a universal software program where clients can submit issues directly to the Maintenance Department

**Users:**

Maintenance Staff, District Office Staff, Administrators

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## MasterCard Payment System

**Location:**

School Board Office

**Information:**

Name, Financial Information

**Individuals:**

Any individual who makes a payment with a Credit Card to the School District

**Use:**

To record pertinent information in regards to credit card payments made to the school district according to internal audit procedures and accounting regulations

**Users:**

School Board Office Staff

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*



## Nominal Role

**Location:**

Aboriginal Support Services, School Board Office

**Information:**

School name, address and identifiers, student's home district number, band number, family number, child's position within the family (e.g. 3rd, 4th), student's name, date of birth, status, gender, grade, residence code, accommodation code, district of financial responsibility, transportation information, special education code, extent, percentage of day, band of financial responsibility, band of residence, and reserve of residence.

**Individuals:**

First Nation students residing on a government reserve.

**Use:**

Acquire funding from federal government through tuition agreement

**Users:**

Accounting staff, senior administration, auditors.

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Request for Official Transcript

**Location:**

School Board Office

**Information:**

Name, DOB, PEN Number

**Individuals:**

Students - Past and Current

**Use:**

To provide accurate transcript information upon request

**Users:**

School Board Office Staff

**Legal Authority:**The *School Act*

## Scholarships and Awards

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, address, and school of individual students awarded various scholarships and awards. Name, address and phone number of contact individuals for respective awards and scholarships.

**Individuals:**

Scholarship/award recipients and those offering the scholarship/awards

**Use:**

Facilitate the awarding of scholarships and awards within the district.

**Users:**

School system administration

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## School Servers

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name and Student Numbers.

**Individuals:**

Students and School District Staff

**Use:**

To back up documents that are created during the school day by students and staff

**Users:**

District IT Staff

**Legal Authority:**

The *School Act* and The *Freedom of Information and Protection of Privacy Act*

## Seniority Lists

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, Position, School or Department, Seniority Date

**Individuals:**

Staff

**Use:**

Information provided to staff as outlined by collective agreements

**Users:**

School District Staff

**Legal Authority:**

British Columbia Teachers Federation and CUPE Local 847 Collective Agreements

## Special Education Records Database

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, address, birth date, gender, grade, assessment information, diagnostic testing results and interpretation,

**Individuals:**

Students requiring special education programming within the district..

**Use:**

To provide clear and concise program direction to educational staff for special education students.

**Users:**

District Staff that require access to perform their duties.

**Legal Authority:**

The *School Act* and the *Freedom of Information and Protection of Privacy Act*

## Staff Directory

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Employee's name, position or job title, school or office in which they work including name, phone number and fax number

**Individuals:**

All employees within the school district \*both past and Present

**Use:**

To provide administrators and head secretaries with contact information.

**Users:**

School administrators, head secretaries, and central office administrators.

**Legal Authority:**

The *School Act* and the *Freedom of Information and Protection of Privacy Act*

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## Student Confidential Files

<b>Location:</b>	Elementary and Secondary schools, District Departments
<b>Information:</b>	Information of a highly sensitive nature, including: (a) notes and observation which are prepared for the exclusive use of a teacher or principal and are not used in program placement decisions; (b) any information relating to a report or an investigation under the Child Welfare Act; and (c) information of a sensitive nature, the disclosure of which, in the opinion of the school/Board, would clearly be injurious to the student unless, in the opinion of the school/Board, the release of the information would be in the public interest or is necessary to ensure the safety of students and staff.
<b>Individuals:</b>	Students with information as described above.
<b>Use:</b>	To fulfil the systems obligation to provide an appropriate education program to students.
<b>Users:</b>	School system employees on a need to know basis.
<b>Legal Authority:</b>	The <i>School Act</i>



## Student Council Database – District Council

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, address, phone number, list of the administrative positions including president, vice president, treasurer and secretary of council.

**Individuals:**

All district school council members

**Use:**

To act as an advisory committee for the district. Representation from each school council.

**Users:**

District staff who require access to this information to perform their duties.

**Legal Authority:**

The *School Act*

## Student Database (electronic of former students)

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, DOB, PEN Number

**Individuals:**

All students who have graduated or left the district who have not had a file request from a BC public school.

**Use:**

To record what student records we have available for students who are no longer active in the district

**Users:**

School district staff for whom access is necessary in the performance of their duties.

**Legal Authority:**

The *School Act*

## Student Pictures

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, Grade, Homeroom, Pupil Number

**Individuals:**

Students

**Use:**

To upload accurate student information for the processing of student photos through Destiny and MyEd

**Users:**

Destiny and MyEd

**Legal Authority:**

The *School Act* and the *Freedom of Information and Protection of Privacy Act*

## Student Record Files (MyEducationBC)

**Location:**

District Technology Office, Elementary and Secondary Schools

**Information:**

All pertinent information recorded for accurate data input into the MyEducation System according the school act

**Individuals:**

Students

**Use:**

To record accurate data for all students attending a BC school

**Users:**

School district staff for whom access is necessary in the performance of their duties.

**Legal Authority:**

The *School Act*

**Student Record System (Moodle site for Distributed Learning)****Location:**

Sunshine Coast Alternative School

**Information:**

Registration and Contact information

**Individuals:**

Students

**Use:**

Distributed Learning Platform

**Users:**

Sunshine Coast Alternative Program Teachers

**Legal Authority:**The *School Act* and The *Freedom of Information and Protection of Privacy Act*

## Student Records (Permanent Record Cards)

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Records relating to all information that is “required” to be kept under the School Act and the Student Records Regulation including student attendance, student

**Individuals:**

All current students, as well as students who have left the system until a written request is received to forward the record to another school, or for a period of seven years has past since the student ceased to be a student within the school system

**Use:**

To fulfil the systems obligation to provide an appropriate education program to students.

**Users:**

School system employees on a need to know basis

**Legal Authority:**

The *School Act* and Student Record Regulation.

## Teacher Computer Database

**Location:**

District Technology Office

**Information:**

Name, Assigned Device ID, School, Position

**Individuals:**

Teaching Staff assigned a District Computer

**Use:**

To record accurately which device has been assigned to which teaching staff

**Users:**

District Technology Staff

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

## Technology Consent Forms

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, Parent Name and Email

**Individuals:**

Students

**Use:**

To compile permission for students information to be uploaded to the Google Classroom for the homerooms that use it

**Users:**

Elementary School Staff, District Technology Staff

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*



## Unsolicited / Solicited Applications

**Location:**

School Board Office

**Information:**

Name, home and office addresses, home and alternate telephone numbers, application form, resume.

**Individuals:**

Applicants for school system positions.

**Use:**

Document the hiring process and provide statistical data.

**Users:**

Human resources staff, department supervisors, human rights officers, auditors.

**Legal Authority:**

The *School Act*

## Violent Incident Reports

**Location:**

Elementary and Secondary schools, District Departments

**Information:**

Name, Any personal information that pertains to the incident

**Individuals:**

Staff, Any individual involved in the incident

**Use:**

To record violent incidents against staff accurately

**Users:**

Human Resources Staff, District and Site Health and Safety Committees, Union Presidents associated with staff member identified

**Legal Authority:**

The *School Act* and the *Freedom of Information and Protection of Privacy Act*

## WCB Records

**Location:**

School Board Office, Elementary and Secondary Schools, District Departments

**Information:**

Name, DOB, Personal Health Number, SIN, Address, Phone Number, Occupation, Gender, Health Information

**Individuals:**

School District Employees

**Use:**

To accurately record any instances where an employee was injured on the job

**Users:**

School District Staff

**Legal Authority:**

The *Freedom of Information and Protection of Privacy Act*

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## WiFi Access Database

**Location:**

District Technology Office

**Information:**

Name, Wifi Code

**Individuals:**

All School District Staff

**Use:**

To record individual wifi access codes

**Users:**

District Technology Staff

**Legal Authority**

The *Freedom of Information and Protection of Privacy Act*