



Powell River Board of Education
School District 47

Personal Information Directory

DEFINITIONS

Department:	The organizational unit or units with responsibility for custody of the records.
Location:	Physical site or sites at which the records are kept. Note that not all similar locations, example Departments, schools may necessarily maintain any specific bank.
Individuals in Bank:	The individual whom the information is about.
Information Maintained:	Description of the type of information.
Purpose:	The reason that the information is collected and required.
Users:	People who have access to the information
Authority for Collection:	Any collection of personal information must be authorized by the Freedom of Information and Protection of Privacy Act. 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 School Act.

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

SD 47 – Personal information Directory

September 2020

Table of Contents

DEFINITIONS	2
EDI Database.....	5
Homestay Family Applications – Active.....	5
Legal Matters	6
Student Extract for Vancouver Coastal Health	6
Administration of Student Medication Log	7
Assessment Tests/Results.....	7
Athlete Registration for BC School Sports	7
Class Attendance Sheets.....	8
District Archives	8
Early Learners Database	9
Field Trip Consent Forms	9
Indigenous Student Records.....	10
Industry Training Authority Agreements.....	10
International Education Student Applications	11
Library Database	11
Media Consent Forms.....	11
Nominal Role.....	12
Scholarships and Awards	12
School Breakfast, Lunch, Hot Lunch Programs	13
Student Designations.....	13
Student Incident Reports.....	13
Student Information - Communication	14
Student Information System.....	14
Student Pictures.....	15
Student Record System - Distributed Learning Program.....	15
Student Records (PR Cards)	16
Student Services Records Database	16
Student Transcripts.....	17
Work Experience Agreements	17
Accounts Receivable	18
Bequests and Donations	18

SD 47 – Personal information Directory

September 2020

Expense Claims	19
Freedom of Information and Protection of Privacy Requests	19
Purchasing Cards.....	19
School Trust Accounting Records	20
Staffing Budgets	20
Vendor Payment File.....	21
Board of Education - Trustees	21
Disclosure Statements	21
Contracts and Agreements – Unsuccessful Bidders	22
Criminal Record Check Forms	22
Employee Demographics	23
Grievances, Arbitrations, Investigations	23
HR Employee Files.....	23
Job Applications	24
Leave of Absence Reports.....	24
Payroll Employee Files	25
Support Staff Seniority List	25
Teacher On-Call List	26
Teacher Seniority List.....	26
Unsolicited Employment Applications.....	27
WCB Records.....	27
Access Alarm Database	28
Drivers Abstracts.....	28
Facilities Bookings.....	28
Information Technology Requests.....	29
Maintenance Workorders.....	29
Staff Directory	30
Teacher Computer Database	30
Transportation/Busing Lists	31
Violent Incident Reports	31
BYOD/WiFi Access Database.....	31
Contracts and Agreements – Successful Bidders	32

SD 47 – Personal information Directory

September 2020

EDI Database

DEPARTMENT:	District
LOCATION:	School Board Office, Student Services Department
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, School, Homeroom, PEN Number, Gender, DOB, Aboriginal Ancestry, Postal Code
PURPOSE:	To record data and track provincial trends through kindergarten assessment in regards to the vulnerabilities that students are starting school with through the UBC EDI
USERS:	Student Services Staff, School Based Staff
AUTHORITY FOR COLLECTION:	School Act School Act

Homestay Family Applications – Active

DEPARTMENT:	District
LOCATION:	International Student Program, Elementary and Secondary Schools
INDIVIDUALS IN BANK:	Homestay family applicants
INFORMATION MAINTAINED:	Application forms, letters of recommendation, police record check forms, student assigned
PURPOSE:	To determine suitability of applicants as homestay families for students in the International Student Program
USERS:	International Student Program Staff, School Board Office
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Legal Matters

DEPARTMENT:	District
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Individuals, groups, businesses involved in legal dispute with the school district.
INFORMATION MAINTAINED:	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.
PURPOSE:	To ensure that records of litigation are maintained accurately and consistent with those requirements identified by the District's legal counsel
USERS:	District Management, Legal Counsel, Auditors
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Student Extract for Vancouver Coastal Health

DEPARTMENT:	District
LOCATION:	Information Technology Department
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, School, Pupil Number, Gender, DOB, Personal Health Number, Grade, Email, Contact Information, Home Language, Address
PURPOSE:	To provide information to Vancouver Coastal Health for the purpose of vaccinations or Kindergarten assessment
USERS:	Vancouver Coastal Health Health Nurse Liasons
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Administration of Student Medication Log

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, DOB, Phone Number, Parent Name, Medical Condition, Medication Information
PURPOSE:	To ensure proper protocols are followed in the administration of medication
USERS:	School Based Staff
AUTHORITY FOR COLLECTION:	School Act

Assessment Tests/Results

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, PEN Number, any information that relates to the assessment including, but not limited to, designation, medical history
PURPOSE:	To record accurate results for any assessments or tests that have been administered to students
USERS:	School District Staff
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act Ministerial Order 152/89

Athlete Registration for BC School Sports

DEPARTMENT:	Education
-------------	-----------

SD 47 – Personal information Directory

September 2020

LOCATION:	Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, PEN, Phone Number, Address, School Name
PURPOSE:	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
AUTHORITY FOR COLLECTION:	School Act

Class Attendance Sheets

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools, District Departments, MyEdBC software
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, Pupil Number, Grade
PURPOSE:	To ensure attendance is accurate
USERS:	School Based Staff
AUTHORITY FOR COLLECTION:	School Act

District Archives

DEPARTMENT:	Education
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Former students, former employees
INFORMATION MAINTAINED:	Various - school attendance registers, school annuals, pictures, newspaper clippings, other, etc.
PURPOSE:	To provide a historical and archival record of the School District

SD 47 – Personal information Directory

September 2020

USERS: District staff, former students, historians
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act

Early Learners Database

DEPARTMENT: Education
LOCATION: School Board Office, MyEd BC software
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, Student ID, Phone Number, Email, Contact Name
PURPOSE: Record early learners for enrollment in early learning programming
USERS: District Office Staff, School Based Staff
AUTHORITY FOR COLLECTION: School Act
School Act

Field Trip Consent Forms

DEPARTMENT: Education
LOCATION: Elementary and Secondary Schools
INDIVIDUALS IN BANK: Students
INFORMATION MAINTAINED: Name, address, phone number, medical information, parental consent
PURPOSE: Parental consent for students to participate in school field trips
USERS: Administrators, teachers
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Indigenous Student Records

DEPARTMENT:	Education
LOCATION:	Indigenous Education Department, MyEdBC software
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, Pupil Number, School, Gender, Grade, DOB, Address, Phone Number, Custody Information, ELL status, IEP status, Aboriginal Ancestry, Contact Information, Incident reports
PURPOSE:	To accurately record information for students identified as Indigenous to support the Indigenous Education Department
USERS:	Information Technology department, Indigenous Education department, Ministry of Education
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Industry Training Authority Agreements

DEPARTMENT:	Education
LOCATION:	Secondary School
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, address, DOB, age, gender, phone number, parent/guardian name, supervisor
PURPOSE:	Legal contract required for students working in the Industry Training Authority program
USERS:	Administrators, teachers
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

International Education Student Applications

DEPARTMENT:	Education
LOCATION:	International Student Program, True North Software
INDIVIDUALS IN BANK:	International Students
INFORMATION MAINTAINED:	Name, Address, Phone Number, Email, Health Records, Transcripts, Passport Information, Consent Forms, any other pertinent information for purposes of applying
PURPOSE:	To record and track all international student applications made to the school district
USERS:	International Student Program Staff, School Board Office
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Library Database

DEPARTMENT:	Education
LOCATION:	Information Technology Office, Elementary and Secondary Schools, Library software,
INDIVIDUALS IN BANK:	Students, Employees, Parents
INFORMATION MAINTAINED:	Name, Grade, Pupil Number, Gender, DOB, School Name, Homeroom, Address, Phone Number
PURPOSE:	To record student use of library resources
USERS:	Information Technology Staff, Elementary and Secondary Library Staff
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Media Consent Forms

DEPARTMENT:	Education
-------------	-----------

SD 47 – Personal information Directory

September 2020

LOCATION:	School Board Office, Elementary and Secondary Schools
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, address, phone number, parental consent
PURPOSE:	Parental consent for students to have photos taken or be included in media communications
USERS:	School Board Office, Elementary and Secondary Schools
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Nominal Role

DEPARTMENT:	Education
LOCATION:	Indigenous Education Department, School Board Office
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, Address, District, Band Number, Family Number, DOB, Status, Gender, Grade, Residence Code, Accommodation Code, Transportation Information, Special Education Code
PURPOSE:	Acquire funding from federal government through tuition agreement
USERS:	Ministry of Education, Finance department, Indigenous Education department
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Scholarships and Awards

DEPARTMENT:	Education
LOCATION:	Secondary School, District Departments
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Student - Name, Address, Phone, School. Donor - Name, Address, Phone. Financial Information.

SD 47 – Personal information Directory

September 2020

PURPOSE:	Tracks scholarships and awards within the district
USERS:	School district staff
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

School Breakfast, Lunch, Hot Lunch Programs

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, parent name, contribution amount
PURPOSE:	Record of students participating in the various programs
USERS:	School staff
AUTHORITY FOR COLLECTION:	School Act

Student Designations

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools, School Board Office, MyEdBC database, 1701 reports
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, PEN, school, designation category
PURPOSE:	To identify designated students for provision of service and Ministry funding purposes
USERS:	District and school staff
AUTHORITY FOR COLLECTION:	School Act

Student Incident Reports

DEPARTMENT:	Education
-------------	-----------

SD 47 – Personal information Directory

September 2020

LOCATION:	School Board Office, Elementary and Secondary Schools
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, address, phone number, gender, age, parents name, school, teachers name, witness names, details of incident
PURPOSE:	Record of incident
USERS:	School district staff, Schools Protection Program
AUTHORITY FOR COLLECTION:	School Act

Student Information - Communication

DEPARTMENT:	Education
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments,
INDIVIDUALS IN BANK:	Students, Employees
INFORMATION MAINTAINED:	Name, Pupil Number, School Name, Phone Number, Address, Parent's Name, Parent Contact Information, Grade, Homeroom
PURPOSE:	Enables the School District to contact students, their families and staff in the event of an emergency or to make announcements as well as ongoing communication with parents
USERS:	District Office Staff, School Based Office Staff, Administrators
AUTHORITY FOR COLLECTION:	School Act

Student Information System

DEPARTMENT:	Education
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments, MyEdBC database
INDIVIDUALS IN BANK:	Students

SD 47 – Personal information Directory

September 2020

INFORMATION MAINTAINED:	All pertinent information recorded per School Act and Ministry requirements
PURPOSE:	Student information is extracted from MyEdBC database and used to populate other information systems such as 1701 reporting to Ministry, etc.
USERS:	School district staff
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Student Pictures

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, Grade, Homeroom, Pupil Number
PURPOSE:	To upload accurate student information for the processing of student photos through LifeTouch/Edge Imaging
USERS:	LifeTouch/Edge Imaging
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Student Record System - Distributed Learning Program

DEPARTMENT:	Education
LOCATION:	Distributed Learning Program, Elementary and Secondary Schools,
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Registration and contact information
PURPOSE:	Online Learning Student Management System

SD 47 – Personal information Directory

September 2020

USERS:	Distributed Learning teachers/students
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Student Records (PR Cards)

DEPARTMENT:	Education
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Students who have graduated or who have attended and are not yet of age 21
INFORMATION MAINTAINED:	Name, DOB, address, parents/guardians, attendance, grade, place of birth, phone number, PEN, school attended, course grades/marks
PURPOSE:	To create a permanent student record
USERS:	School staff, parents, student
AUTHORITY FOR COLLECTION:	School Act Ministerial Order 082/09

Student Services Records Database

DEPARTMENT:	Education
LOCATION:	Elementary and Secondary Schools, District Departments, MyEdBC software
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, address, birth date, gender, grade, assessment information, diagnostic testing results and interpretation,
PURPOSE:	To provide information to educational staff for special education students.
USERS:	School district staff

SD 47 – Personal information Directory

September 2020

AUTHORITY FOR COLLECTION: School Act
Freedom of Information and Protection of Privacy Act

Student Transcripts

DEPARTMENT: Education

LOCATION: School Board Office, Secondary Schools

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Transcript of grades issued by Ministry of Education - Name, DOB, PEN Number, Courses, Grades, PR Cards

PURPOSE: Permanent record for school and district use and to enable future reference for the students

USERS: School district staff, Students

AUTHORITY FOR COLLECTION: School Act

Work Experience Agreements

DEPARTMENT: Education

LOCATION: Secondary School

INDIVIDUALS IN BANK: Students

INFORMATION MAINTAINED: Name, address, DOB, age, gender, phone number, parent/guardian name, supervisor

PURPOSE: Legal contract required for work experience students

USERS: Administrators, teachers

AUTHORITY FOR COLLECTION: School Act
Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Accounts Receivable

DEPARTMENT:	Finance
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Companies and/or individuals that owe money to the school district
INFORMATION MAINTAINED:	Name, Address, Phone Number
PURPOSE:	To provide a means of identifying customers for payment
USERS:	District Office Staff, Auditors and School Office Staff
AUTHORITY FOR COLLECTION:	School Act Financial Act

Bequests and Donations

DEPARTMENT:	Finance
LOCATION:	School Board Office, Elementary and Secondary Schools,
INDIVIDUALS IN BANK:	Individual and/or corporate donors
INFORMATION MAINTAINED:	Records relating to donations, gifts or bequests received from organization's business or individuals. Includes corporate sponsorships.
PURPOSE:	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.
USERS:	District Office Staff, Auditors and School Based Staff that require access to perform their job
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Expense Claims

DEPARTMENT:	Finance
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments, Atrieve software
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Any information and documentation regarding expense claims, including name, position and location in the district, and the receipts/details of the claim
PURPOSE:	To ensure that staff expense records are maintained accurately and consistently according to internal audit procedure and accounting requirements
USERS:	Employee claimants, Supervisors, Finance department, Auditors
AUTHORITY FOR COLLECTION:	School Act

Freedom of Information and Protection of Privacy Requests

DEPARTMENT:	Finance
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Individuals submitting request under the Act
INFORMATION MAINTAINED:	Name, Address, Phone, Details of Request, Correspondence, Copies of Requested Records
PURPOSE:	Maintain a record of all requests
USERS:	Freedom of Information and Protection of Privacy Officer, Office of the FOIPP Commissioner
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Purchasing Cards

DEPARTMENT:	Finance
-------------	---------

SD 47 – Personal information Directory

September 2020

LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments, Atrieve software, BMO Online Database
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, Location, Department, Financial Information
PURPOSE:	To track users of district purchasing cards, and to record pertinent information in regards to credit card payments
USERS:	Finance department
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

School Trust Accounting Records

DEPARTMENT:	Finance
LOCATION:	Elementary and Secondary Schools, Finance Department, Atrieve Finance software, KEV software,
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, Parent, Contact Information, Fees, Payment Status
PURPOSE:	Record of school fees levied and status of payment
USERS:	School Office Staff, Finance Department Staff
AUTHORITY FOR COLLECTION:	School Act

Staffing Budgets

DEPARTMENT:	Finance
LOCATION:	School Board Office, MyBudgetFile software,
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, Employee Number, Location, Salary
PURPOSE:	To calculate salary and benefit costs for budgeting purposes

SD 47 – Personal information Directory

September 2020

USERS: Finance Department
AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act

Vendor Payment File

DEPARTMENT: Finance
LOCATION: School Board Office
INDIVIDUALS IN BANK: Companies and/or individuals that the school district owes money to
INFORMATION MAINTAINED: Name, Address, Phone Number, Social Insurance Number, Bank Information
PURPOSE: To provide a means of identifying vendors/employees for payment
USERS: District Office Staff, Auditors and School Based Staff that require access to perform their job
AUTHORITY FOR COLLECTION: School Act
Financial Act

Board of Education - Trustees

Disclosure Statements

DEPARTMENT: Governance
LOCATION: School Board Office
INDIVIDUALS IN BANK: Board of Education - Trustees
INFORMATION MAINTAINED: Name, Address, Phone Number, Assets, Liabilities, Income, Real Property
PURPOSE: To identify what areas of influence and possible financial benefit an elected official might have by virtue of their office
USERS: District Management

SD 47 – Personal information Directory

September 2020

AUTHORITY FOR COLLECTION: School Act
Freedom of Information and Protection of Privacy Act
Financial Act

Contracts and Agreements – Unsuccessful Bidders

DEPARTMENT: Humarn Resources

LOCATION: School Board Office, District Departments

INDIVIDUALS IN BANK: Unuccessful bidders with respect to contract work with the district

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

PURPOSE: Documentation involving accountability with the tendering process.

USERS: District Office Staff

AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act

Criminal Record Check Forms

DEPARTMENT: Humarn Resources

LOCATION: School Board Office, Elementary and Secondary School, District Departments

INDIVIDUALS IN BANK: Employees, Volunteers

INFORMATION MAINTAINED: Name, Address, Summarization of Criminal Record Check

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

USERS: District Office Staff, School Based Office Staff, Administrators

AUTHORITY FOR COLLECTION: Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Criminal Records Review Act

Employee Demographics

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Atrieve software
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, Address, Phone Number, Gender, DOB, SIN, Certificates, Employee No., Marital Status (Historical),
PURPOSE:	To record accurate employee information for use by the Human Resources Department
USERS:	Human Resources department, Supervisors
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Grievances, Arbitrations, Investigations

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, contact information, details of individual grievances, arbitrations, and investigations
PURPOSE:	Reference material and to maintain history on resolutions
USERS:	Human Resources department
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act School Act

HR Employee Files

DEPARTMENT:	Humarn Resources
-------------	------------------

SD 47 – Personal information Directory

September 2020

LOCATION:	School Board Office, Atrieve software
INDIVIDUALS IN BANK:	Employees - current and former
INFORMATION MAINTAINED:	Name, employee number, contact information, SIN, other related records such as resumes, appointment letters, contracts, training and education certificates, evaluation reports, letters of commendation, direction, discipline, extended leave of absence reco
PURPOSE:	To maintain information as relates to employment
USERS:	Human Resources department
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act Employment Standards Act Income Tax Act

Job Applications

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Applicants for school district positions
INFORMATION MAINTAINED:	Name, home and office addresses, home and alternate telephone numbers, application form, resume
PURPOSE:	Document the hiring process and provide employment data
USERS:	Human Resources department, Supervisors
AUTHORITY FOR COLLECTION:	School Act

Leave of Absence Reports

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Atrieve software

SD 47 – Personal information Directory

September 2020

INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, position, leave application, approval
PURPOSE:	To track leaves, health and wellness trends
USERS:	Human Resources department, Supervisors/Managers
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Payroll Employee Files

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Atrieve software
INDIVIDUALS IN BANK:	Employees - current and former
INFORMATION MAINTAINED:	Name, employee number, contact information, SIN, number of years of service, salary/wage rates, occupation, timesheets/hours worked, absences/leaves, pension information, benefits, deductions, income tax forms, etc.
PURPOSE:	To maintain all records as required for payroll and benefits
USERS:	Payroll department
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act Employment Standards Act

Income Tax Act

Support Staff Seniority List

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Atrieve software
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, seniority date

SD 47 – Personal information Directory

September 2020

PURPOSE:	To track seniority dates and used to fill open assignments as per the Collective Agreement
USERS:	Human Resources department, CUPE 476
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Teacher On-Call List

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Atrieve software
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, contact information, pay category, years of experience, grade level and subject area qualifications
PURPOSE:	Used to dispatch replacements for teachers on various leaves of absence
USERS:	Human Resources department
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Teacher Seniority List

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Atrieve software
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, seniority date
PURPOSE:	To track seniority dates and used to fill open assignments as per the Collective Agreement
USERS:	Human Resources department, PRDTA
AUTHORITY FOR COLLECTION:	School Act

SD 47 – Personal information Directory

September 2020

Freedom of Information and Protection of Privacy Act

Unsolicited Employment Applications

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office
INDIVIDUALS IN BANK:	Applicants for school district positions
INFORMATION MAINTAINED:	Application forms, resumes - may contain name, contact information, employment history. Files are kept for 1 year and then destroyed.
PURPOSE:	For review should a vacancy occur that cannot be filled internally
USERS:	Human Resources department
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

WCB Records

DEPARTMENT:	Humarn Resources
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, DOB, Personal Health Number, SIN, Address, Phone Number, Occupation, Gender, Health Information, Details of injury
PURPOSE:	To accurately record any instances where an employee was injured on the job
USERS:	School district staff
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act Workers Compensation Act

SD 47 – Personal information Directory

September 2020

Access Alarm Database

DEPARTMENT:	Operations
LOCATION:	Maintenance Department
INDIVIDUALS IN BANK:	Employees, Contractors
INFORMATION MAINTAINED:	Name, user number, security code
PURPOSE:	Adding/removing access to facilities
USERS:	Maintenance Department Employees
AUTHORITY FOR COLLECTION:	School Act

Drivers Abstracts

DEPARTMENT:	Operations
LOCATION:	School Board Office, Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Employees, Volunteers
INFORMATION MAINTAINED:	Name, Address, Driver's license information, Driving record details
PURPOSE:	To review and record drivers abstracts for all parent volunteers and school district employees who drive students as part of their job
USERS:	School District Staff
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Facilities Bookings

DEPARTMENT:	Operations
LOCATION:	School Board Office, Elementary and Secondary Schools,

SD 47 – Personal information Directory

September 2020

INDIVIDUALS IN BANK:	Individuals or organizations using school district facilities
INFORMATION MAINTAINED:	Name, Organization, Email, Phone Number, Insurance Information
PURPOSE:	To coordinate the bookings for use of school district facilities to outside organizations and individuals, and to keep accurate records of user groups
USERS:	Facilities Department, Administrators, School Based Staff, District Office
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Information Technology Requests

DEPARTMENT:	Operations
LOCATION:	Information Technology Department Helpdesk
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, School, Email, Phone Number, Assigned District Assets, IP Address
PURPOSE:	To accurately track and record technology issues within the school district
USERS:	Information Technology department
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Maintenance Workorders

DEPARTMENT:	Operations
LOCATION:	Maintenance Department,
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, Email, Phone Number, Location, Any other information pertinent to the maintenance request being made

SD 47 – Personal information Directory

September 2020

PURPOSE:	To track and record maintenance issues within the school district
USERS:	Maintenance Staff, District Office Staff, Administrators
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act

Staff Directory

DEPARTMENT:	Operations
LOCATION:	School Board Office, Elementary and Secondary schools, District Departments
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Employee's name, position or job title, school or office in which they work including name, phone number and fax number
PURPOSE:	To enable district employees to communicate with one another
USERS:	School district staff
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Teacher Computer Database

DEPARTMENT:	Operations
LOCATION:	Information Technology Department
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, Assigned Device ID, School, Position
PURPOSE:	To track devices that have been assigned to teaching staff
USERS:	Information Technology department
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

SD 47 – Personal information Directory

September 2020

Transportation/Busing Lists

DEPARTMENT:	Operations
LOCATION:	School Board Office, Operations Department
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, address, phone number, school
PURPOSE:	To maintain list of students requiring transportation to and from school
USERS:	Transportation department,
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Violent Incident Reports

DEPARTMENT:	Operations
LOCATION:	Elementary and Secondary Schools, District Departments
INDIVIDUALS IN BANK:	Employees, Student, any individual involved in the incident
INFORMATION MAINTAINED:	Name, Any personal information that pertains to the incident
PURPOSE:	To record violent incidents against staff
USERS:	District and Site Health and Safety Committees, Union Presidents associated with staff member identified
AUTHORITY FOR COLLECTION:	School Act Freedom of Information and Protection of Privacy Act Workers Compensation Act

BYOD/WiFi Access Database

DEPARTMENT:	Operations
-------------	------------

SD 47 – Personal information Directory

September 2020

LOCATION:	Information Technology department
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, Wifi Code
PURPOSE:	To record individual wifi access codes
USERS:	Information Technology staff
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

Contracts and Agreements – Successful Bidders

DEPARTMENT:	
LOCATION:	School Board Office, District Departments
INDIVIDUALS IN BANK:	Successful bidders with respect to contract work with the district
INFORMATION MAINTAINED:	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.
PURPOSE:	Documentation involving accountability with the tendering process.
USERS:	District Office Staff
AUTHORITY FOR COLLECTION:	Freedom of Information and Protection of Privacy Act

DEPARTMENT:	
LOCATION:	
INDIVIDUALS IN BANK:	
INFORMATION MAINTAINED:	
PURPOSE:	
USERS:	
AUTHORITY FOR COLLECTION:	