



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

PERSONAL INFORMATION DIRECTORY

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

June 25, 2019

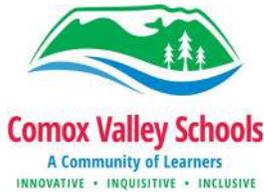
Background

The School District is subject to the Freedom of Information and Protection of Privacy Act (“Act” or “FIPPA”) which governs its collection, use, disclosure and protection of personal information. One of the important ways in which the school 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 them.

The development of a personal information directory (PID) by the School District is addressed in Section 69(6) of the Act, which provides for the creation by the School District of a PID listing all collections of personal information (referred to as “personal information banks”) maintained by it. A personal information directory is also to include certain specific information about each “personal information bank” maintained by the School District. Specifically, the Act indicates that the personal information directory should include the following information about each personal information bank:

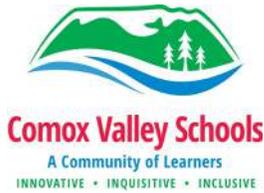
- It’s title and location;
- A description of the kind of personal information and the categories of individuals whose personal information is included;
- The authority for collecting the personal information;
- The purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed;
- The categories of persons who use the personal information or to whom it disclosed;
- Information required under subsection (7).

Any questions about the collection of personal information or the contents of this PID may be directed to the Secretary-Treasurer.



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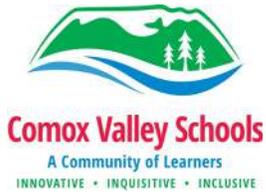
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Personal Information Data Banks

Publication Date: June 2019

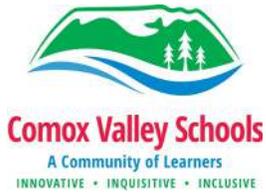
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Personal Information Data Banks

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Access Alarm Database

Location:

Maintenance Department

Information:

Name, user number, security code

Individuals:

Employees, Trustees, Contractors

Use:

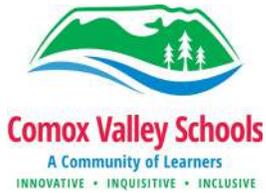
Adding/removing access to facilities

Users:

Maintenance Department Employees

Legal Authority:

School 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:

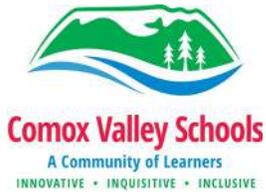
To provide a means of identifying customers for payment

Users:

District Office Staff, Auditors and School Based Staff that require access to perform their job

Legal Authority:

School Act, Financial Act



Administration of Student Medication Log

Location:

Elementary and Secondary Schools, District Departments

Information:

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

Individuals:

Students

Use:

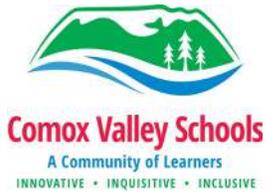
To ensure proper protocols are followed in the administration of medication

Users:

School Based Staff

Legal Authority:

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:

School Act, Freedom of Information and Privacy Act, Ministerial Order 152/89, 60/94

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:

School Act

Bequests and Donations

Location:

School Board Office, Elementary and Secondary Schools, District Departments

Information:

Records relating to donations, gifts or bequests received from organization's business or individuals. Includes corporate sponsorships.

Individuals:

Individual and/or corporate donors

Use:

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

Legal Authority:

Freedom of Information and Protection of Privacy Act

Board of Education - Trustees

Disclosure Statements

Location:

School Board Office

Information:

Name, Address, Phone Number, Assets, Liabilities, Income, Real Property

Individuals:

Board of Education - Trustees

Use:

To identify what areas of influence and possible financial benefit an elected official might have by virtue of their office

Users:

District Management

Legal Authority:

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

Class Attendance Sheets

Location:

Elementary and Secondary Schools, District Departments

Information:

Name, Pupil Number, Grade

Individuals:

Students

Use:

To ensure attendance is accurate

Users:

School Based Staff

Legal Authority:

School Act

Contracts and Agreements – Successful Bidders

Location:

School Board Office, 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:

District Office Staff

Legal Authority:

Freedom of Information and Protection of Privacy Act

Contracts and Agreements – Unsuccessful Bidders

Location:

School Board Office, 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:

District Office Staff

Legal Authority:

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:

Employees, Volunteers

Use:

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

Legal Authority:

Freedom of Information and Protection of Privacy Act, Criminal Records Review Act, School Act

Demographics/Enrolment Data

Location:

School Board Office, Baragar Systems software

Information:

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

Individuals:

Students

Use:

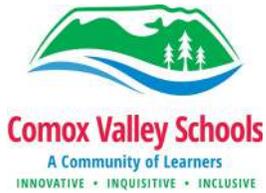
Data is generated in several report forms and is used for district-wide enrolment studies and proposed catchment area changes

Users:

District Management

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act



District Archives

Location:

School Board Office, Elementary and Secondary Schools, District Departments

Information:

Various - school attendance registers, school annuals, pictures, newspaper clippings, other, etc.

Individuals:

Former students, former employees

Use:

To provide a historical and archival record of the School District

Users:

District staff, former students, historians

Legal Authority:

Freedom of Information and Protection of Privacy Act

Drivers Abstracts

Location:

School Board Office, Elementary and Secondary Schools, District Departments

Information:

Name, Address, Driver's license information, Driving record details

Individuals:

Employees, Volunteers

Use:

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

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Early Learners Database

Location:

School Board Office

Information:

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

Individuals:

Students

Use:

Record early learners for enrollment in early learning programming

Users:

District Office Staff, School Based Staff

Legal Authority:

School Act

EDI Database

Location:

School Board Office, Student Services Department

Information:

Name, School, Homeroom, PEN Number, Gender, DOB, Aboriginal Ancestry, Postal Code

Individuals:

Students

Use:

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

Legal Authority:

School Act

Education Plans

Location:

Information Technology Department, Elementary and Secondary Schools, District Departments, MyBlueprint software,

Information:

Name, Pupil Number, Gender, DOB, Email, Grade, School, Education Plan

Individuals:

Students

Use:

To enable use by students who are enrolled in the program

Users:

Information Technology department, School district staff, Administrators

Legal Authority:

Freedom of Information and Protection of Privacy Act

Employee Demographics

Location:

School Board Office, Atrieve software

Information:

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

Individuals:

Employees

Use:

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

Users:

Human Resources department, Supervisors

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Expense Claims

Location:

School Board Office, Elementary and Secondary Schools, District Departments, Atrieve software

Information:

Any information and documentation regarding expense claims, including name, position and location in the district, and the receipts/details of the claim

Individuals:

Employees

Use:

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

Legal Authority:

School Act

Facilities Bookings

Location:

Book King Database, School Board Office, Elementary and Secondary Schools, District Departments

Information:

Name, Organization, Email, Phone Number, Insurance Information

Individuals:

Individuals or organizations using school district facilities

Use:

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

Legal Authority:

Freedom of Information and Protection of Privacy Act

Field Trip Consent Forms

Location:

Elementary and Secondary Schools

Information:

Name, address, phone number, medical information, parental consent

Individuals:

Students

Use:

Parental consent for students to participate in school field trips

Users:

Administrators, teachers

Legal Authority:

Freedom of Information and Protection of Privacy Act

Freedom of Information and Protection of Privacy Requests

Location:

School Board Office

Information:

Name, Address, Phone, Details of Request, Correspondence, Copies of Requested Records

Individuals:

Individuals submitting request under the Act

Use:

Maintain a record of all requests

Users:

Freedom of Information and Protection of Privacy Officer, Office of the FOIPP
Commissioner

Legal Authority:

Freedom of Information and Protection of Privacy Act

Grievances, Arbitrations, Investigations

Location:

School Board Office

Information:

Name, contact information, details of individual grievances, arbitrations, and investigations

Individuals:

Employees

Use:

Reference material and to maintain history on resolutions

Users:

Human Resources department

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Homestay Family Applications – Active

Location:

International Student Program, Elementary and Secondary Schools

Information:

Application forms, letters of recommendation, police record check forms, student assigned

Individuals:

Homestay family applicants

Use:

To determine suitability of applicants as homestay families for students in the International Student Program

Users:

International Student Program Staff, School Board Office

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act

HR Employee Files

Location:

School Board Office, Atrieve software

Information:

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

Individuals:

Employees - current and former

Use:

To maintain information as relates to employment

Users:

Human Resources department

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act, Employment Standards Act. Income Tax Act

Indigenous Student Records

Location:

Indigenous Education Department, MyEdBC software

Information:

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

Individuals:

Students

Use:

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

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act

Industry Training Authority Agreements

Location:

Secondary Schools

Information:

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

Individuals:

Students

Use:

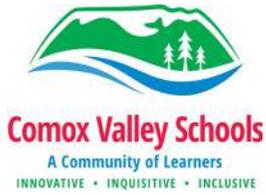
Legal contract required for students working in the Industry Training Authority program

Users:

Administrators, teachers

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act



Information Technology Requests

Location:

Information Technology Department Helpdesk

Information:

Name, School, Email, Phone Number, Assigned District Assets, IP Address

Individuals:

Employees

Use:

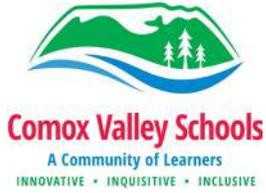
To accurately track and record technology issues within the school district

Users:

Information Technology department

Legal Authority:

Freedom of Information and Protection of Privacy Act



International Education Student Applications

Location:

International Student Program, Elementary and Secondary Schools

Information:

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

Individuals:

International Students

Use:

To record and track all international student applications made to the school district

Users:

International Student Program Staff, School Board Office

Legal Authority:

Freedom of Information and Protection of Privacy Act

Job Applications

Location:

School Board Office

Information:

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

Individuals:

Applicants for school district positions

Use:

Document the hiring process and provide employment data

Users:

Human Resources department, Supervisors

Legal Authority:

School Act

Leave of Absence Reports

Location:

School Board Office, Atrieve software

Information:

Name, position, leave application, approval

Individuals:

Employees

Use:

To track leaves, health and wellness trends

Users:

Human Resources department, Supervisors/Managers

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Legal Matters

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:

District Management, Legal Counsel, Auditors

Legal Authority:

Freedom of Information and Protection of Privacy Act

Library Database

Location:

Information Technology Office, Elementary and Secondary Schools, Destiny Discover software,

Information:

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

Individuals:

Students, Employees, Parents

Use:

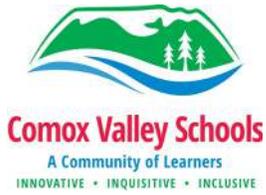
To record student use of library resources

Users:

Information Technology Staff, Elementary and Secondary Library Staff

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act



Maintenance Workorders

Location:

Maintenance Department, Tero Web Works software

Information:

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

Individuals:

Employees

Use:

To track and record maintenance issues within the school district

Users:

Maintenance Staff, District Office Staff, Administrators

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Media Consent Forms

Location:

School Board Office, Elementary and Secondary Schools

Information:

Name, address, phone number, parental consent

Individuals:

Students

Use:

Parental consent for students to have photos taken or be included in media communications

Users:

School Board Office, Elementary and Secondary Schools

Legal Authority:

Freedom of Information and Protection of Privacy Act

Nominal Role

Location:

Indigenous Education Department, School Board Office

Information:

Name, Address, District, Band Number, Family Number, DOB, Status, Gender, Grade, Residence Code, Accommodation Code, Transportation Information, Special Education Code

Individuals:

Students

Use:

Acquire funding from federal government through tuition agreement

Users:

Ministry of Education, Finance department, Indigenous Education department

Legal Authority:

Freedom of Information and Protection of Privacy Act

Payroll Employee Files

Location:

School Board Office, Atrieve software

Information:

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.

Individuals:

Employees - current and former

Use:

To maintain all records as required for payroll and benefits

Users:

Payroll department

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act, Employment Standards Act. Income Tax Act

Public Contact Files

Location:

School Board Office, Elementary and Secondary Schools, District Departments

Information:

Name, telephone number, subject and content of communication

Individuals:

Members of public making suggestions, requesting information or making complaint

Use:

To provide a record of service to the public and to facilitate action on the item

Users:

School Board Office staff

Legal Authority:

Freedom of Information and Protection of Privacy Act

Purchasing Cards

Location:

School Board Office, Elementary and Secondary Schools, District Departments, Atrieve software, BMO Online Database

Information:

Name, Location, Department, Financial Information

Individuals:

Employees

Use:

To track users of district purchasing cards, and to record pertinent information in regards to credit card payments

Users:

Finance department

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Scholarships and Awards

Location:

School Board Office, Elementary and Secondary Schools, District Departments

Information:

Student - Name, Address, Phone, School. Donor - Name, Address, Phone. Financial Information.

Individuals:

Students

Use:

Tracks scholarships and awards within the district

Users:

School district staff

Legal Authority:

Freedom of Information and Protection of Privacy Act

School Breakfast, Lunch, Hot Lunch Programs

Location:

Elementary and Secondary Schools

Information:

Name, parent name, contribution amount

Individuals:

Students

Use:

Record of students participating in the various programs

Users:

School staff

Legal Authority:

School Act

School Trust Accounting Records

Location:

Elementary and Secondary Schools, Finance Department, Atrieve Finance software, KEV software,

Information:

Name, Parent, Contact Information, Fees, Payment Status

Individuals:

Students

Use:

Record of school fees levied and status of payment

Users:

School Office Staff, Finance Department Staff

Legal Authority:

School Act

Staff Directory

Location:

School Board Office, 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:

Employees

Use:

To enable district employees to communicate with one another

Users:

School district staff

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Staffing Budgets

Location:

School Board Office, MyBudgetFile software,

Information:

Name, Employee Number, Location, Salary

Individuals:

Employees

Use:

To calculate salary and benefit costs for budgeting purposes

Users:

Finance Department

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Student Designations

Location:

Elementary and Secondary Schools, School Board Office, MyEdBC database, 1701 reports

Information:

Name, PEN, school, designation category

Individuals:

Students

Use:

To identify designated students for provision of service and Ministry funding purposes

Users:

District and school staff

Legal Authority:

School Act

Student Extract for Island Health

Location:

Information Technology Department

Information:

Name, School, Pupil Number, Gender, DOB, Personal Health Number, Grade, Email, Contact Information, Home Language, Address

Individuals:

Students

Use:

To provide information to Island Health for the purpose of vaccinations or Kindergarten assessment

Users:

Vancouver Island Health Nurse Liasons

Legal Authority:

School Act and Freedom of Information and Protection of Privacy Act

Student Incident Reports

Location:

School Board Office, Elementary and Secondary Schools

Information:

Name, address, phone number, gender, age, parents name, school, teachers name, witness names, details of incident

Individuals:

Students

Use:

Record of incident

Users:

School district staff, Schools Protection Program

Legal Authority:

School Act

Student Information - Communication

Location:

School Board Office, Elementary and Secondary Schools, District Departments, Sangha software,

Information:

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

Individuals:

Students, Employees

Use:

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

Legal Authority:

School Act

Student Information System

Location:

School Board Office, Elementary and Secondary Schools, District Departments, MyEdBC database

Information:

All pertinent information recorded per School Act and Ministry requirements

Individuals:

Students

Use:

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

Legal Authority:

School Act, Freedom of Information and Privacy Act, Ministerial Order 152/89

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 LifeTouch/Edge Imaging

Users:

LifeTouch/Edge Imaging

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act

Student Record System - Distributed Learning Program

Location:

Distributed Learning Program, Elementary and Secondary Schools, Canvas software

Information:

Registration and contact information

Individuals:

Students

Use:

Online Learning Student Management System

Users:

Distributed Learning teachers/students

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act

Student Records (PR Cards)

Location:

School Board Office, Elementary and Secondary Schools, District Departments

Information:

Name, DOB, address, parents/guardians, attendance, grade, place of birth, phone number, PEN, school attended, course grades/marks

Individuals:

Students who have graduated or who have attended and are not yet of age 21

Use:

To create a permanent student record

Users:

School staff, parents, student

Legal Authority:

School Act, Ministerial Order 082/09

Student Services Records Database

Location:

Elementary and Secondary Schools, District Departments, MyEdBC software

Information:

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

Individuals:

Students

Use:

To provide information to educational staff for special education students.

Users:

School district staff

Legal Authority:

School Act, Freedom of Information and Privacy Act, Ministerial Order 638-95

Student Transcripts

Location:

School Board Office, Secondary Schools

Information:

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

Individuals:

Students

Use:

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

Users:

School district staff, Students

Legal Authority:

School Act

Support Staff Seniority List

Location:

School Board Office, Atrieve software

Information:

Name, seniority date

Individuals:

Employees

Use:

To track seniority dates and used to fill open assignments as per the Collective Agreement

Users:

Human Resources department, CUPE 439

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Teacher Computer Database

Location:

Information Technology Department

Information:

Name, Assigned Device ID, School, Position

Individuals:

Employees

Use:

To track devices that have been assigned to teaching staff

Users:

Information Technology department

Legal Authority:

Freedom of Information and Protection of Privacy Act

Teacher On-Call List

Location:

School Board Office, Atrieve software

Information:

Name, contact information, pay category, years of experience, grade level and subject area qualifications

Individuals:

Employees

Use:

Used to dispatch replacements for teachers on various leaves of absence

Users:

Human Resources department

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Teacher Seniority List

Location:

School Board Office, Atrieve software

Information:

Name, seniority date

Individuals:

Employees

Use:

To track seniority dates and used to fill open assignments as per the Collective Agreement

Users:

Human Resources department, CDTA

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act

Transportation/Busing Lists

Location:

School Board Office, Maintenance Department

Information:

Name, address, phone number, school

Individuals:

Students

Use:

To maintain list of students requiring transportation to and from school

Users:

Maintenance department, First Student

Legal Authority:

Freedom of Information and Protection of Privacy Act

Unsolicited Employment Applications

Location:

School Board Office

Information:

Application forms, resumes - may contain name, contact information, employment history. Files are kept for 1 year and then destroyed.

Individuals:

Applicants for school district positions

Use:

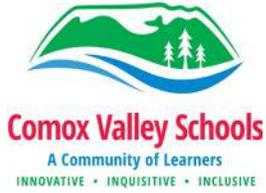
For review should a vacancy occur that cannot be filled internally

Users:

Human Resources department

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act



Vendor Payment File

Location:

School Board Office

Information:

Name, Address, Phone Number, Social Insurance Number, Bank Information

Individuals:

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

Use:

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

Legal Authority:

School Act, Financial Act

Violent Incident Reports

Location:

Elementary and Secondary Schools, District Departments

Information:

Name, Any personal information that pertains to the incident

Individuals:

Employees, Student, any individual involved in the incident

Use:

To record violent incidents against staff

Users:

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

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act, Workers Compensation 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, Details of injury

Individuals:

Employees

Use:

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

Users:

School district staff

Legal Authority:

Freedom of Information and Protection of Privacy Act, School Act, Workers Compensation Act

WiFi Access Database

Location:

Information Technology department

Information:

Name, Wifi Code

Individuals:

Employees

Use:

To record individual wifi access codes

Users:

Information Technology staff

Legal Authority:

Freedom of Information and Protection of Privacy Act

Work Experience Agreements

Location:

Secondary Schools

Information:

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

Individuals:

Students

Use:

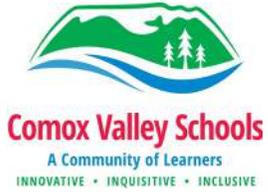
Legal contract required for work experience students

Users:

Administrators, teachers

Legal Authority:

School Act, Freedom of Information and Protection of Privacy Act



Personal Information Data Banks

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