



# **Directory of Personal Information Banks**

**A listing of collections of personal information  
maintained by Burnaby School District**

**December 12, 2020**

**This Directory has been prepared pursuant to the  
Freedom of Information and Protection of Privacy Act, Section 69**

To access a personal information bank contact:  
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## **Burnaby School District**

### **Directory of Personal Information Banks**

#### **Background**

The Burnaby School District is subject to the *Freedom of Information and Protection of Privacy Act* (“FIPPA”) which governs its collection, use, disclosure and protection of personal information. One of the important ways in which the district seeks to ensure appropriate accountability, transparency and protection of personal information is to make available an inventory or directory of the different collections of personal information (or personal information banks) that it maintains.

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

- its 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 may be disclosed
- the categories of persons who use the personal information or to whom it is or may be disclosed
- information required under subsection 69(7), including the name of an individual who may be contacted regarding each personal information bank, the branch or department responsible for a PID and whether the personal information bank is the subject of a privacy impact assessment or an information sharing agreement

Any questions about the collection of personal information or the contents of this PID and all requests for access to information should be directed to Mr. Ishver Khunguray, Assistant Secretary-Treasurer and Coordinator, Information and Privacy. Further information about how the district collects, uses and discloses personal information can be found in district Policy 4.00: Collection, Management, Security of and Access to Information Records that is available on the district website at:

<https://burnabyschools.ca/wp-content/uploads/2016/02/Policy-4..00-Collection-Management-Security-of-and-Access-to-Information-Records.pdf>.

## Definitions

### **Department**

The organizational unit(s) with responsibility for custody of the records

### **Title**

Name of file or data bank

### **Location**

Physical site(s) at which the records are kept. Note that not all similar locations, e.g. schools, may necessarily maintain any specific bank and some files may be kept in a digital format

### **Individuals in bank**

The individual(s) whom the information is about

### **Information maintained**

Description of the type of information maintained

### **Purpose**

The reason that the information is collected and required

### **User(s)**

Who uses this information and to whom it is, or may be, disclosed

### **Authority for Collection**

Any collection of personal information must be authorized by the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). As well as permitting collection for certain purposes, FIPPA allows collection if authorized under another statute. Accordingly, most of the personal information collected by the District is pursuant to the *School Act*.

Note: FIPPA requires that, at the time of collection of information, an individual must be informed of the reason and of the authority for the collection and be provided with an appropriate contact person within the organization.

## Glossary

ABL	Activity-based learning
AD	Active directory
BCPSEA	BC Public School Employers' Council
BTA	Burnaby Teachers' Association
CRC	Criminal records check
CUPE	Canadian Union of Public Employees Local 379
DOB	Date of birth
EDAS	Employment Data and Analysis System
FSA	Foundation skills assessment
FIPPA	Freedom of Information and Protection of Privacy Act
IEP	Individual education plan
ESL	English as a second language
HRIS	Human Resource Information System
HSSBC	Health Shared Services BC
IT	Information technology
LAN	Local area network
LMS	Learning management system
LSS	Learning Support Services
LTD	Long-term disability
MyEdBC	My Education BC student information system
MCFD	Ministry of Children and Family Development
N/A	Not applicable

PAC	Parent advisory council
PEN	Personal education number
PHN	Personal health number
PHSA	Provincial Health Services Authority
PR	Permanent record card
PSEC	Public Sector Employers' Council
PSR	Permanent student record card
SPP	Schools Protection Program (provides general liability insurance for all BC school districts)
STIX	Student Information Exchange System
StrongStart	Early learning program for children aged 0 to 5 years
VM	Virtual machine
WAN	Wide area network
WorkSafe	Workers' Compensation Board of British Columbia

## 1701 Database

<u>Department</u>	Human Resources
<u>Location</u>	District Office (electronic drive)
<u>Individuals in bank</u>	All students
<u>Information maintained</u>	Student 1701 details as required for ministry funding
<u>Purpose</u>	Student details matched to official funding records for historic and current analyses
<u>Users</u>	Manager HR Systems and Analytics
<u>Authority for collection</u>	School Act. s. 79, FIPPA s. 26(a), (c), Ministerial Order M152/89
<u>Information sharing agreement</u>	N/A

## 1701 Designated Student List

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	All students with a designated special need
<u>Information maintained</u>	Student list by school with designation
<u>Purpose</u>	To ensure accurate ministry reporting and to aid district LSS team with resource placement
<u>Users</u>	Manager HR Systems and Analytics, District LSS team
<u>Authority for collection</u>	School Act. s. 79, FIPPA s. 26 (a), (c), Ministerial Order 150/89
<u>Information sharing agreement</u>	N/A

## Active Directory

<u>Department</u>	IT Services
<u>Location</u>	Data Centre - VMs, Domain Controllers and Secondary School replicas
<u>Individuals in bank</u>	All registered students and staff using the district network
<u>Information maintained</u>	First name, last name, usual name, student or employee number, location
<u>Purpose</u>	To manage/facilitate login and the application of group policies
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Administration of Student Medication Log

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students who require administration of medication at school
<u>Information maintained</u>	Name, date of birth, phone, contact information, medical condition, physician contact information, prescribed medication
<u>Purpose</u>	To ensure proper protocols are followed in the administration of medication
<u>Users</u>	Staff responsible for administration of the medication
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Adult Student Information**

<u>Department</u>	Community and Continuing Education
<u>Location</u>	BCCE office (shared electronic drive), offsite database, on-site copies
<u>Individuals in bank</u>	Adult students registered/enrolled in BCCE programs
<u>Information maintained</u>	Name, address, phone number, email, Social Insurance Number, payment information. For adult students going out on practicum placements: immunization records, and some medical information
<u>Purpose</u>	To manage/facilitate student registration and record keeping to fulfill CRA requirements for issuing income tax receipts
<u>Users</u>	Administrative staff, BCCE office staff
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## AirWave

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	All registered students and staff using the district network and authenticating to the district's wireless services. Information for this service originates with Active Directory
<u>Information maintained</u>	First name, last name, usual name, student or employee number, location
<u>Purpose</u>	To manage the connection of technology devices to the district network
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Archives - Employee Files

<u>Department</u>	Human Resources
<u>Location</u>	Moscrop Secondary School (shared electronic drive)
<u>Individuals in bank</u>	Former employees
<u>Information maintained</u>	May include employment-related records such as employment history, payroll, leaves of absence, benefits and pension records
<u>Purpose</u>	To provide a historical and archival record of former district employees
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s. 15, Employment Standards Act, Employment Insurance Act, Income Tax Act, FIPPA s. 26(c )
<u>Information sharing agreement</u>	N/A

## Assessment Tests

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, Personal Education Number, information relevant to the assessment
<u>Purpose</u>	To record accurate results of assesments/tests
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Athlete Registration for BC School Sports

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, Personal Education Number, contact information
<u>Purpose</u>	To provide accurate information for registration of students into the BC School Sports athletic contests
<u>Users</u>	Authorized staff, BC School Sports
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Baragar GeoSchool

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	All students
<u>Information maintained</u>	Student demographics
<u>Purpose</u>	Geographic information system to aid in capital resource management, educational program placement and catchment area reviews
<u>Users</u>	Manager HR Systems and Analytics
<u>Authority for collection</u>	School Act. s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Canvas

<u>Department</u>	IT Services
<u>Location</u>	SFU Data Centre - Burnaby Campus
<u>Individuals in bank</u>	BurnabyOnline staff and students
<u>Information maintained</u>	First name, last name, email address
<u>Purpose</u>	To manage/facilitate login to provide access to LMS
<u>Users</u>	SFU IT Services, authorized Burnaby Online staff, Web Services
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Class and Attendance Data

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, Personal Education Number, class, periods absent
<u>Purpose</u>	To ensure accurate attendance records
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Class Remedy Tracking**

<u>Department</u>	Human Resources
<u>Location</u>	District Office
<u>Individuals in bank</u>	All teachers with classes in remedy
<u>Information maintained</u>	Class size and composition, remedy size, type and amount taken to date
<u>Purpose</u>	Tracking and reporting on class remedy
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act s.15, 79, FIPPA s. 26(a), (c)
<u>Information sharing agreement</u>	N/A

## **ClearPass**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	All registered students and staff using the district network and authenticating to the district's wireless services. Information for this service originates with Active Directory
<u>Information maintained</u>	First and last names, usual name, student or employee number, location
<u>Purpose</u>	To manage the connection of technology devices to the district network
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services Management
<u>Authority for collection</u>	School Act s.15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Completion Rate Cohort Tracking

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Grade 12 students
<u>Information maintained</u>	Student demographics and graduation outcomes
<u>Purpose</u>	Tracking and reporting on student graduation
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act. s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Confidential Files

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Employees, students, parents
<u>Information maintained</u>	Concerns of a sensitive and confidential nature on employees
<u>Purpose</u>	Investigations, decision making, record keeping
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s.15, FIPPA s. 26(c), Ministerial Order M152/89
<u>Information sharing agreement</u>	N/A

## Consent Forms

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students who are participating in organized field trips and other activities, media release, technology use, etc.
<u>Information maintained</u>	Name, date of birth, contact information, field trip or activity
<u>Purpose</u>	To document appropriate parent/guardian consent for school and district authorized field trips and other activities
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Criminal Record Clearance List (CCE)

<u>Department</u>	Community and Continuing Education
<u>Location</u>	BCCE office (shared electronic drive) and hard copies
<u>Individuals in bank</u>	Adult students enrolled in BCCE Certificate/Diploma programs
<u>Information maintained</u>	Name, criminal record clearance history
<u>Purpose</u>	To comply with regulatory requirements for students going on practicum working with children or vulnerable adults
<u>Users</u>	Authorized BCCE staff
<u>Authority for collection</u>	School Act s.15, FIPPA s. 26(a), (c), Criminal Records Review Act s. 8
<u>Information sharing agreement</u>	N/A

## **Criminal Record Clearance List (HR)**

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Employees
<u>Information maintained</u>	Name, criminal record clearance history
<u>Purpose</u>	To comply with regulatory requirements, hiring and recruitment and track employees that require an updated CRC to be completed
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s.15, FIPPA s. 26(a), (c), Criminal Records Review Act s. 8
<u>Information sharing agreement</u>	N/A

## **Cross District Transfer Applications**

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	All students wanting to transfer to a school that is not the school designated for their attendance area
<u>Information maintained</u>	Student names, local attendance area and requested school of choice
<u>Purpose</u>	To monitor, order and accept cross and out-of-district transfer applications
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act. s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## CUPE Casual Call-Out List

<u>Department</u>	Facilities
<u>Location</u>	Maintenance Services Centre
<u>Individuals in bank</u>	Qualified casual employees
<u>Information maintained</u>	Name, work location(s) classification, seniority, contact information
<u>Purpose</u>	To backfill absences of permanent CUPE employees
<u>Users</u>	Authorized Facilities, HR and CUPE staff
<u>Authority for collection</u>	School Act, s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## CUPE Casual / Employee List and Teacher on Call List

<u>Department</u>	Human Resources
<u>Location</u>	Powerschool (HRIS), District Office, schools; Maintenance Services Centre
<u>Individuals in bank</u>	Casual and part-time support and teaching staff
<u>Information maintained</u>	Name, work location(s), classification (position), seniority status, seniority date (if relevant), and phone number
<u>Purpose</u>	CUPE and TOC Lists - distributed to schools in order to contact and secure part-time employees and/or casual employees as replacements for various leaves of absence. CUPE lists - used by Dispatch personnel (District Office and Maintenance) to call out employees for casual/overtime work assignments
<u>Users</u>	HR, Dispatch staff (HR and Maintenance), school secretaries, principals/vice principals, and managers
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## CUPE Employee Training List

<u>Department</u>	Facilities
<u>Location</u>	Maintenance Services Centre
<u>Individuals in bank</u>	Trained full, part-time and casual employees
<u>Information maintained</u>	Name, classification, certification date and expiry, employee number
<u>Purpose</u>	To track annual and three-year training cycles
<u>Users</u>	Authorized Facilities, HR and CUPE staff
<u>Authority for collection</u>	School Act, s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## CUPE Job Postings – Summary of Applicants

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	CUPE employees who applied for CUPE postings
<u>Information maintained</u>	Name, seniority status and seniority date
<u>Purpose</u>	To track employee applications and seniority and awarding or denying CUPE positions in accordance with the Collective Agreement
<u>Users</u>	Authorized HR staff, principals/vice-principals, managers
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

**Dental Clinic**

<u>Department</u>	Secretary-Treasurer
<u>Location</u>	Archives (Moscrop Secondary School)
<u>Individuals in bank</u>	Student patients of the former Dental Clinic
<u>Information maintained</u>	Name, contact information of patient and parent/guardian, diagnosis and treatment
<u>Purpose</u>	To document the treatment of student patients of the Dental Clinic
<u>Users</u>	Patients, on request; dentists with required consent
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(a), (c), Health Professions Act, Limitation Act
<u>Information sharing agreement</u>	N/A

**District Language Program Applications**

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	All students applying to attend a district Language program
<u>Information maintained</u>	Student names, local attendance area and requested district program
<u>Purpose</u>	To monitor, order and accept district Language program applications
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act. s.79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## District Student Registry

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	All students and emergency contacts
<u>Information maintained</u>	Student and emergency contact demographic details
<u>Purpose</u>	A monthly backup of key demographic details from the online MyEdBC system
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(a), (c )
<u>Information sharing agreement</u>	N/A

## Donations, Bequests

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, Finance Department
<u>Individuals in bank</u>	Individual and/or corporate donors
<u>Information maintained</u>	Name, contact information of donor, amount donated, instructions for disbursement
<u>Purpose</u>	To ensure accurate records in accordance with internal and external audit procedures and requirements of financial laws and regulations
<u>Users</u>	Authorized school and Finance Department staff, auditors
<u>Authority for collection</u>	FIPPA s. 26(a), Canada Revenue Agency
<u>Information sharing agreement</u>	N/A

## Employee Files

<u>Department</u>	Payroll
<u>Location</u>	District Office
<u>Individuals in bank</u>	All district employees (active and inactive)
<u>Information maintained</u>	Name, employee number, SIN, date of birth, benefit documents, beneficiary, dependants, pension documents, staffing notifications, tax forms, deductions, garnishments, pay rate, seniority date
<u>Purpose</u>	To maintain payroll information related to employment
<u>Users</u>	Authorized Payroll staff
<u>Authority for collection</u>	School Act s. 15, FIPPA, s. 26(a), (c), Canada Revenue Agency
<u>Information sharing agreement</u>	N/A

## Employee Time Cards/Sheets

<u>Department</u>	Payroll
<u>Location</u>	District Office
<u>Individuals in bank</u>	District employees (casual, custodial and Community and Continuing Education)
<u>Information maintained</u>	Name, employee number, location, hours worked, signature pay period
<u>Purpose</u>	To produce payroll
<u>Users</u>	Authorized Payroll staff
<u>Authority for collection</u>	School Act s. 15, FIPPA, s. 26(a), (c)
<u>Information sharing agreement</u>	N/A

## **Follet Destiny Library**

<u>Department</u>	IT Services
<u>Location</u>	School-based servers
<u>Individuals in bank</u>	Staff and students currently registered in the district  Information for this services originates with Active Directory
<u>Information maintained</u>	Student information may include student first, middle and last names, nickname, date of birth, graduation year, user name and password, email address, homeroom
<u>Purpose</u>	To provide features for circulation, cataloguing, searching and reporting on the use of a school library's print and digital resources, including e-books, audiobooks and other media assets
<u>Users</u>	All district teacher-librarians, IT Services support staff as required for support services
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Foundation Skills Assessment

<u>Department</u>	Human Resources
<u>Location</u>	District Office
<u>Individuals in bank</u>	Grade 4 and 7 students
<u>Information maintained</u>	Student demographics and FSA outcomes
<u>Purpose</u>	Tracking and reporting on student performance using FSA outcomes
<u>Users</u>	Manager HR Systems and Analytics
<u>Authority for collection</u>	School Act. s. 79, Ministerial Order M152/89, FIPPA s. 26(a), (c)
<u>Information sharing agreement</u>	N/A

## Freedom of Information and Protection of Privacy Act

<u>Department</u>	Secretary-Treasurer
<u>Location</u>	Secretary-Treasurer's Office
<u>Individuals in bank</u>	Individuals/organizations who have made requests for information or privacy complaints under FIPPA
<u>Information maintained</u>	Name of applicant or complainant, contact information, details of information requested and copy of information disclosed
<u>Purpose</u>	To document the processing and disposition of requests for information and privacy complaints under FIPPA
<u>Users</u>	Secretary-Treasurer, District Coordinator of Information and Privacy, authorized management staff
<u>Authority for collection</u>	FIPPA s. 26(a), district Policy 4.00
<u>Information sharing agreement</u>	N/A



## **Future Completion Rate Cohort Tracking**

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Secondary school students
<u>Information maintained</u>	Student demographics and provincial exam results for graduation requirements
<u>Purpose</u>	Tracking, intervention and reporting on future student graduation
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act. s.79, Ministerial Order M152/89, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Grievance Files**

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Employees
<u>Information maintained</u>	Records of discipline, workplace matters, investigation notes, grievance correspondence
<u>Purpose</u>	To document union grievances and resolutions relating to collective agreement administration, discipline, or other workplace matters
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Gsuite

<u>Department</u>	IT Services
<u>Location</u>	Google (use of Gsuite is in the process of being phased out)
<u>Individuals in bank</u>	District staff and students
<u>Information maintained</u>	First name
<u>Purpose</u>	To manage/facilitate login to Gsuite tools
<u>Users</u>	Web Services
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## HR - Contracts

<u>Department</u>	Secretary-Treasurer
<u>Location</u>	Secretary-Treasurer's Office
<u>Individuals in bank</u>	Exempt staff (active and inactive)
<u>Information maintained</u>	Name, occupation, contact information, terms and conditions of employment, benefits, employment contract, may include references
<u>Purpose</u>	Administration of contract terms, salary and benefits of exempt staff
<u>Users</u>	Senior management, authorized HR and Payroll staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## HR - Employee Files

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Employees
<u>Information maintained</u>	Employment-related records including resume, appointment letters or contracts, training and education certificates, performance evaluations, letters of commendation, direction, discipline, extended leave of absence records, WorkSafe claims, workplace accommodations, leaves of absence, portability, etc.
<u>Purpose</u>	To maintain information related to employment
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26 (c), Employment Standards Act s 28
<u>Information sharing agreement</u>	N/A

## HR - Employee Searches

<u>Department</u>	Secretary-Treasurer
<u>Location</u>	Secretary-Treasurer's Office
<u>Individuals in bank</u>	Individuals who have submitted applications for exempt staff positions
<u>Information maintained</u>	Name, contact information, position requested, employment history
<u>Purpose</u>	To document the hiring process of exempt staff
<u>Users</u>	Senior management, authorized HR staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## HR - Public Sector Executive Compensation Disclosure Report

<u>Department</u>	Secretary-Treasurer
<u>Location</u>	Secretary-Treasurer's Office
<u>Individuals in bank</u>	The top highest earning employees as defined by the Public Sector Employers' Council
<u>Information maintained</u>	Name, position, salary, benefits, other compensation, previous two years' total compensation
<u>Purpose</u>	To document the salaries and benefits of senior staff in accordance with Ministry of Education requirements
<u>Users</u>	Public Sector Employers' Council, BC Public School Employers' Association
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(a), Public Sector Employers' Council, Ministry of Education (through the BC Public School Employers' Association)
<u>Information sharing agreement</u>	N/A

## **Incident Report Forms**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, Health & Safety Department, Secretary-Treasurer's office
<u>Individuals in bank</u>	Any student or outside person (other than staff) who may have been injured on school district property
<u>Information maintained</u>	Name, age, contact information, location and time of accident, nature of injury, name of witness(es)
<u>Purpose</u>	To document any incident on school property that may have resulted in an injury
<u>Users</u>	Authorized staff, Schools Protection Pogram and insurance adjusters appointed by SPP
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(a), (c)
<u>Information sharing agreement</u>	N/A

## **Indigenous Student Records**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, District Office
<u>Individuals in bank</u>	Indigenous students
<u>Information maintained</u>	Name, date of birth, contact information, Indigenous band
<u>Purpose</u>	To provide programming for Indigenous students
<u>Users</u>	Authorized school, district and mimistry staff, Indigenous band
<u>Authority for collection</u>	School Act s. 79, Ministerial Order M152/89, FIPPA s. 26(a), (c), Ministerial Order M152/89
<u>Information sharing agreement</u>	N/A

## Individual Education Plans

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Any student who has an IEP
<u>Information maintained</u>	Name, PEN, contact information, IEP
<u>Purpose</u>	To ensure IEPs are followed
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, Ministerial Orders 150/89 and 152/89, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## International Education - Agency Information

<u>Department</u>	International Education
<u>Location</u>	True North database
<u>Individuals in bank</u>	Agencies
<u>Information maintained</u>	Name of agency, contact information, agent contract
<u>Purpose</u>	To maintain an accurate record of agencies working with the International Education department
<u>Users</u>	Authorized International Education staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26 (c)
<u>Information sharing agreement</u>	N/A

### **International Education - Credit Card Payments**

<u>Department</u>	International Education
<u>Location</u>	True North data base and Bambora site
<u>Individuals in bank</u>	International students
<u>Information maintained</u>	Credit card payments
<u>Purpose</u>	To maintain a record of payments made by International students
<u>Users</u>	Authorized International Education staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26 (c)
<u>Information sharing agreement</u>	N/A

### **International Education - Custum Fit Online (Website)**

<u>Department</u>	International Education
<u>Location</u>	International Education website
<u>Individuals in bank</u>	Agents, overseas applicants
<u>Information maintained</u>	International Education Online application portal to True North
<u>Purpose</u>	To manage/facilitate access to the International Education application process, documents and information
<u>Users</u>	Public portal to access the online application process
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(a), (c)
<u>Information sharing agreement</u>	N/A

## **International Education - My True North Database**

<u>Department</u>	International Education
<u>Location</u>	Data is stored in a secure data centre in Kelowna and managed by the service provider
<u>Individuals in bank</u>	All International students (new, returning, withdrawn)
<u>Information maintained</u>	Student name, birthdate, gender, country of citizenship; parent name, address, phone number(s); education transcripts; medical form with any conditions, allergies, etc.; custodial documents; application fee
<u>Purpose</u>	To process applications and maintain demographic data
<u>Users</u>	Authorized International Education staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **International Education - School Transfer Application**

<u>Department</u>	International Education
<u>Location</u>	True North database
<u>Individuals in bank</u>	International students wanting to transfer to a school outside of the International Education catchment
<u>Information maintained</u>	Name, date, requested school and reason for change
<u>Purpose</u>	To monitor and accept school transfer applications based on number of seats
<u>Users</u>	Authorized International Education staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## Jamf Pro

<u>Department</u>	IT Services
<u>Location</u>	The myBlueprint application and database are physically located in a hosting facility at 55 York Street, Toronto
<u>Individuals in bank</u>	All registered staff using the district network and assigned a MacOS or iOS device. Information for this service originates with Active Directory
<u>Information maintained</u>	First and last names, location, device serial number, configuration, installed apps
<u>Purpose</u>	To manage and secure all MacOS and iOS devices attached to the district network
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## KEV Group SchoolCash Online

<u>Department</u>	IT Services
<u>Location</u>	KEV hosts the SchoolCash services on their own servers which reside wholly within Canada and are managed by PEER 1
<u>Individuals in bank</u>	Students currently registered in the district and their parent/guardians
<u>Information maintained</u>	School ID, first and last names, personal education number, age, grade, address, homeroom, parent/guardian email, home phone number, information specific to the student's subject areas, such as courses, sports team or club name
<u>Purpose</u>	To provide parents/guardians with a 24/7 secure payment system. The program accepts various payment methods and provides a safer method of payment for the school community
<u>Users</u>	Students, parents/guardians, authorized school clerical and district Finance Department staff. KEV support staff upon request from the district's Finance Department
<u>Authority for collection</u>	School Act, s. 79; FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Laserfiche: Burnaby Online**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Active and inactive students registered with the Burnaby Online program
<u>Information maintained</u>	Student data including district and provincial ID numbers, address, emergency information, date of birth, custody information, release information, health information, eligibility, photograph, timetable, demographic information, achievement and grading data, languages, Indigenous status, citizenship status, Special Education and Individual Education Plans, Student Learning Plans
<u>Purpose</u>	Laserfiche is used for Burnaby Online student registration and is a repository for student records (including registration forms)
<u>Users</u>	Authorized Burnaby Online clerical and administrative staff. IT Services support staff may have access to records in the act of providing technical assistance, as does the support vendor Ricoh Canada
<u>Authority for collection</u>	School Act s. 79, Ministerial Orders M082/09 and M152/89, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Laserfiche: Central Records

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Inactive/graduated students whose records have never been requested by another BC public education facility
<u>Information maintained</u>	Digital copies of student records for all inactive students including name, date of birth, address, contact information, grades, schools attended and attendance. For former students aged 22+ the Permanent Student Record is maintained for a period of 55 years post withdrawal or graduation. The PSR potentially includes a PR card, official Transcript of Grades or the last two student report cards
<u>Purpose</u>	The district maintains student records as required by the School Act and Ministerial Orders. Additionally, records are stored in accordance with district Policy 5.15
<u>Users</u>	IT Services Project Manager and the district Records Clerk. IT Services support staff may have access to records in the act of providing technical assistance, as does the support vendor Ricoh Canada
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(a), (c), Ministerial Orders MO82/09 and M152/89
<u>Information sharing agreement</u>	N/A

### **Laserfiche: ITS Device Asset Management**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Staff with assigned district mobile devices
<u>Information maintained</u>	Usual first and last names, location, facility
<u>Purpose</u>	To track hardware assigned to staff members
<u>Users</u>	IT Services Project Manager. IT Services support staff may have access to records in the act of providing technical assistance, as does the support vendor Ricoh Canada
<u>Authority for collection</u>	School Act, s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

### **Laserfiche: Released Records**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Current and former students
<u>Information maintained</u>	The district maintains records of requests and what records are released to authorized third parties such as the RCMP or MCFD
<u>Purpose</u>	To comply with FIPPA legislation with respect to tracking the release of personal records
<u>Users</u>	IT Services Project Manager and the district Records Clerk. IT Services support staff may have access to records in the act of providing technical assistance, as does the support vendor Ricoh Canada
<u>Authority for collection</u>	School Act s. 79, Ministerial Order M14/91, FIPPA s. 33
<u>Information sharing agreement</u>	N/A

## **Laserfiche: Summer Session**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Students registered with the Summer Session program
<u>Information maintained</u>	Student data including district and provincial ID numbers, address, emergency information, date of birth, custody information, release information, health information, eligibility, photograph, timetable, demographic information, achievement and grading data, languages, Indigenous status, citizenship status, Special Education and Individual Education Plans, Student Learning Plans
<u>Purpose</u>	Laserfiche is used for online Summer Session student registration and collection of course fees, and acts as a repository for student records (including all registration forms)
<u>Users</u>	Authorized Summer Session clerical and administrative staff. IT Services support staff may have access to records in the act of providing technical assistance, as does the support vendor Ricoh Canada
<u>Authority for collection</u>	School Act, s. 79, Ministerial Order M082/09), FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Legal Alerts

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students who may be the subject of a legal alert
<u>Information maintained</u>	Name, date of birth, contact information, court order
<u>Purpose</u>	To ensure the safety of students who are the subject of a legal alert
<u>Users</u>	Authorized school, district and MCFD staff, RCMP
<u>Authority for collection</u>	School Act s. 79, Ministerial Order M14/91, FIPPA s. 26(b)
<u>Information sharing agreement</u>	N/A

## Listserv

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM (use of the Listserv is in the process of being phased out)
<u>Individuals in bank</u>	District staff and parent community
<u>Information maintained</u>	Staff - location and district email address. Parent - associated school and email address
<u>Purpose</u>	To facilitate communication between staff and parents
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **LTD Employee Files and Medical Information**

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Employees
<u>Information maintained</u>	If applicable to employee management: Joint Early Intervention Program records, extended medical leave documentation, WorkSafe correspondence, workplace accommodations, return-to-work plans, etc.
<u>Purpose</u>	To track and manage health and wellness and medical information to support absences and return to work
<u>Users</u>	Authorized HR, Health & Safety and Facilities staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c), Workers Compensation Act
<u>Information sharing agreement</u>	N/A

## **Mailing Lists**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Individuals receiving newsletters or other school information
<u>Information maintained</u>	Name, contact information
<u>Purpose</u>	To mail information to interested individuals
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## Medical Alerts and Medical Information

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students who have medical alerts
<u>Information maintained</u>	Name, contact information, medical information, physician information
<u>Purpose</u>	To ensure the safety and well-being of students
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Microsoft o365 Education

<u>Department</u>	IT Services
<u>Location</u>	District data is stored in two geographically distributed data centres located in Toronto and Quebec City
<u>Individuals in bank</u>	Students currently registered in the district and all staff
<u>Information maintained</u>	First and last name, district ID number, email address and location
<u>Purpose</u>	To provide an e-communications service for students and staff. Microsoft 365 A3 also supports collaboration, communication, productivity, file storage and other tasks which provide opportunities to modernize and provide robust information security and privacy practices
<u>Users</u>	IT Services - User Support, Network Support, management
<u>Authority for collection</u>	School Act, s. 79, FIPPA s. 26(c), 32(a)
<u>Information sharing agreement</u>	N/A

## Month-End Elementary School Organizations

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Elementary school teachers and administration
<u>Information maintained</u>	Teacher and school administration staffing allocations, enrolling teacher class size and composition
<u>Purpose</u>	Tracking and reporting on class size and staffing allocations
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act s.15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## MyBlueprint

<u>Department</u>	IT Services
<u>Location</u>	The myBlueprint application and database are physically located in a hosting facility at 55 York Street, Toronto
<u>Individuals in bank</u>	All active grade 10-12 students from the district's secondary schools and grade 9 students from Moscrop Secondary. Select elementary students who have completed and returned a signed informed consent form
<u>Information maintained</u>	Data files uploaded from MyEducation BC: Student demographics, courses taken within the current school year and marks achieved, courses successfully completed in previous school years. Self-created content may also be added e.g. folio artifacts, goals, tasks, planned high school courses and course selections
<u>Purpose</u>	The myBlueprint digital portfolio and career/life planning tools may be used by teachers, students, and parent/guardians. The tool was implemented in the fall of 2018 starting with secondary school grade 10-12 students and piloted in a number of elementary schools by specific teachers. The application will be used on an ongoing basis to support curriculum and student success
<u>Users</u>	Students with myBlueprint accounts, their classroom teachers, district-level LSS staff, and myBlueprint support staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 33
<u>Information sharing agreement</u>	N/A

## MyEd BC

<u>Department</u>	IT Services
<u>Location</u>	Production data is stored in a secure data centre in Kelowna and managed by the service provider, Fujitsu Consulting (Canada). A secondary data centre is maintained by Fujitsu Consulting (Canada) in Regina
<u>Individuals in bank</u>	All registered students and staff using the district network. MyEdBC also stores data for withdrawn students. These records are stripped of all contact information
<u>Information maintained</u>	Student data including district and provincial ID numbers, name, address, emergency contact information, date of birth, custody information, release information, health information, photo, demographic information, languages, Indigenous status, Special Education and Individual Education Plans, Student Learning Plans, teacher name, course information, transfer requests
<u>Purpose</u>	To manage school and student information across the entire province, streamline the administrative processes used by schools, maintain a provincial student registry and electronic permanent student record and prepare reports and data submissions required
<u>Users</u>	Authorized clerical staff, teachers, administrators, LSS and IT Services staff, district administration
<u>Authority for collection</u>	School Act s.15 and 79, Ministerial Order M152/89, FIPPA s. 26(c), 27(1)(b)
<u>Information sharing agreement</u>	N/A

## MySD41 Portal

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	All registered staff using the district network. Information for this service originates with Active Directory
<u>Information maintained</u>	First name, last name, staff employee number, email address
<u>Purpose</u>	To manage/facilitate login to provide access to internal documents and information using AD credentials
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management, Web Services
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Palo Alto Appliances/Services**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre and all district sites - physical appliances
<u>Individuals in bank</u>	All registered students and staff using the district network, authenticating to the district's Active Directory services, and using the Internet or Intranet
<u>Information maintained</u>	Employee or student number, location, browsing history. Information is held temporarily and flushed every 30-days
<u>Purpose</u>	To manage the network LAN and WAN traffic to and from sites, between sites and outside of the district to the greater Internet
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act, s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Parent Advisory Councils**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Current and past members of parent advisory councils
<u>Information maintained</u>	Name, contact information
<u>Purpose</u>	To maintain accurate records of PAC members
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Password Reset Portal

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Any student or staff member who registers their user account with this service
<u>Information maintained</u>	Answers to security questions are linked to an individual's AD account which allows them to reset their AD password
<u>Purpose</u>	The reset portal is designed as a self-serve utility for all district network users; it allows users to reset their password without the need for IT Services intervention. It also removes reset responsibility and/or account management for student accounts
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services Management
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Permanent Record Cards

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, District Office
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, date of birth, contact information, student progress reports for the two most recent years or a copy of the Transcript of Grades and, where student grades are not set out for students in grades 4-7, a written report of those letter grades
<u>Purpose</u>	To maintain a "running record" of relevant information in the student file
<u>Users</u>	Authorized staff, current and former students or legal guardians, with appropriate authorization
<u>Authority for collection</u>	School Act s. 79, Ministerial Orders M082/89 and 152/89, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## PowerSchool Information System (HRIS)

<u>Department</u>	Human Resources and Payroll
<u>Location</u>	District Office
<u>Individuals in bank</u>	All district employees (active and inactive)
<u>Information maintained</u>	Name, employee number, address, contact numbers, SIN, date of birth, employment history (date of hire, leaves, termination, etc.), position/assignment, pay rate, vacation and sick leave accrual, incrementing, evaluations, criminal record clearance, certificates, professional development, absences, extra time, etc.
<u>Purpose</u>	Electronic system for managing employment-related matters including production of payroll, deductions, accruals, budgeting, external reporting (i.e. EDAS), T4s, position master, replacement availability reports, etc.
<u>Users</u>	Authorized HR and Payroll staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(a), (c)
<u>Information sharing agreement</u>	N/A

## Projected Elementary School Organizations

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Projected elementary school teachers and administration
<u>Information maintained</u>	Next school year's teacher and school administration staffing allocations. Enrolling teacher class size and composition
<u>Purpose</u>	Tracking and reporting on class size and staffing allocations
<u>Users</u>	Authorized HR and Instructional Services staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Provincial Exam Registers

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students participating in provincial exams
<u>Information maintained</u>	Name, date of birth, personal education number
<u>Purpose</u>	To maintain accurate records for the Ministry of Education
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, Ministerial Order M410/04
<u>Information sharing agreement</u>	N/A

## Provincial Exams, Written Portion

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students participating in provincial exams
<u>Information maintained</u>	Personal Education Number, written portion of those provincial exams that had to be marked locally
<u>Purpose</u>	To maintain accurate records for the Ministry of Education
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c), Ministerial Order 410/04
<u>Information sharing agreement</u>	N/A

## Recruitment Files

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive), HR email inbox
<u>Individuals in bank</u>	Prospective employees, current and former employees
<u>Information maintained</u>	Postings/ads, applications, resumes, job selection, references, letters of offer, regret letters, etc.
<u>Purpose</u>	A record of job selection consideration and decision making
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	Teachers Act s. 80(2), School Act s.15, 79, FIPPA s.26(c)
<u>Information sharing agreement</u>	N/A

## Report Card Data

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	All students
<u>Information maintained</u>	Student names and report card information
<u>Purpose</u>	Tracking and reporting on student performance using report card outcomes
<u>Users</u>	Manager HR Systems and Analytics
<u>Authority for collection</u>	School Act. s. 79, Ministerial Order 152/89
<u>Information sharing agreement</u>	N/A

## SchoolCash Online

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, Finance Department
<u>Individuals in bank</u>	People who have used the SchoolCash online service
<u>Information maintained</u>	Records of payments made online for school activities such as field trips, lunch program, etc.
<u>Purpose</u>	To ensure accurate records in accordance with internal audit procedures and requirements of the Financial Administration Act
<u>Users</u>	Authorized school and Finance Department staff
<u>Authority for collection</u>	FIPPA s. 26(a), (c), Financial Administration Act
<u>Information sharing agreement</u>	N/A

## Seniority Lists (CUPE and BTA)

<u>Department</u>	Human Resources, Instructional Services, Finance
<u>Location</u>	Burnaby Schools Intranet; District Office (shared electronic drive), schools; all district sites
<u>Individuals in bank</u>	All teaching and support staff
<u>Information maintained</u>	Name, position, years/months of service, location, qualifications
<u>Purpose</u>	To maintain an accurate staff list by seniority of service as required by the collective agreements with the BTA and CUPE
<u>Users</u>	All staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c), collective agreements with the BTA and CUPE
<u>Information sharing agreement</u>	N/A

## SketchUp Pro

<u>Department</u>	IT Services
<u>Location</u>	User account data is retained by Trimble Inc. on servers located in the US; their head office is in Sunnyvale, CA
<u>Individuals in bank</u>	Students enrolled in Technology Education classes who have completed and submitted an informed consent form
<u>Information maintained</u>	Schools collect students' SketchUps, their names and course codes/classes for grading purposes. SketchUps and student personal information are stored on school servers and no personal information is disclosed
<u>Purpose</u>	SketchUp Pro allows students to learn how to design a range of items from small containers (such as coffee cups) to large scale items (such as homes). Students learn how to create realistic and cutting-edge design in an engaging application environment while becoming versed on industry-level tools
<u>Users</u>	Students who have completed informed consent forms and their Technology Education classroom teacher(s)
<u>Authority for collection</u>	School Act s. 79. FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Solicited / Unsolicited Job Applications

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive, HR email inbox)
<u>Individuals in bank</u>	Prospective employees
<u>Information maintained</u>	Job applications, resumes, template forms
<u>Purpose</u>	Recruitment and selection of staff
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Sophos Anti-Virus

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	All registered students and staff authenticating to the district's Active Directory services and using district provided email services
<u>Information maintained</u>	Employee or student number, location, mail flow
<u>Purpose</u>	To manage the security of all in-bound and out-bound mail flow
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act, s. 15, 79, FIPPA , s. 26(c)
<u>Information sharing agreement</u>	N/A

## Special Education Records

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, District Office
<u>Individuals in bank</u>	Students requiring Special Education resources
<u>Information maintained</u>	Name, date of birth, school, grade, assessment, diagnostic testing and interpretation
<u>Purpose</u>	To ensure the appropriate allocation of Learning Support services
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c), Ministerial Order M150/89
<u>Information sharing agreement</u>	N/A

## Stormwinds

<u>Department</u>	IT Services
<u>Location</u>	Stormwinds Data Centre, Phoenix Arizona
<u>Individuals in bank</u>	IT Services staff
<u>Information maintained</u>	First name, last name, email address, course information and completion records
<u>Purpose</u>	Stormwinds is an online training tool used exclusively by the IT Services department for staff professional development purposes
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## **StrongStart Pogram**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, District Office
<u>Individuals in bank</u>	Children attending StrongStart programs
<u>Information maintained</u>	Name, gender, date of birth, age, address, parent/guardian contact information, assigned facilitator's name
<u>Purpose</u>	Administration of the StrongStart program
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Student Database**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, Personal Education Number, contact information, may contain other emergency contact and family doctor information including PHN
<u>Purpose</u>	To enable staff to contact parents or other authorized contacts in the event of an emergency
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Student Files

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, date of birth, contact information, medical documentation and medical alert, Health Department records, two most recent progress reports or a transcript of grades, Resource/ESL/Summer Session reports, IEP, Integrated Case Management Plan, Student Learning Plan, school-based team recommendations, standardized individual achievement test results, transfer forms, registration form, formal letters of suspension, district Student Services reports and reports from community agencies/ministries, court orders, parent/guardian consent forms, teacher/administrator notes, student conduct/incident reports
<u>Purpose</u>	To maintain information required by the Ministry of Education on all public school students
<u>Users</u>	Authorized staff, authorized representatives of outside agencies where required by the Ministry of Education
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c), Ministerial Order M082/09
<u>Information sharing agreement</u>	N/A

## **Student Information Exchange System (STIX)**

<u>Department</u>	IT Services
<u>Location</u>	All information retained by STIX is stored on a PHSA Secured Drive, hosted by PHSA/HSSBC (BC Ministry of Health)
<u>Individuals in bank</u>	Students currently registered in the district
<u>Information maintained</u>	Personal Education Number, Personal Health Number, grade, class, legal name and other names used, gender, date of birth, address, phone number, parent/guardian name, phone number and relationship to student
<u>Purpose</u>	STIX is a web-based interface to Panorama designed to automate the input and client matching of school and grade data elements with respective client immunization records. This facilitates the delivery and documentation of mass immunization programs within school districts and supports the ability to identify students who are at risk due to lack of protection in the case of an outbreak
<u>Users</u>	Panorama Central Support Team staff (currently four named PCST analysts)
<u>Authority for collection</u>	School Act, s. 79, FIPPA s. 26(c), (e), 27(1)(b), BC Ministry of Health
<u>Information sharing agreement</u>	N/A

## **Student Pictures**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Name, grade, Personal Education Number, school
<u>Purpose</u>	To keep accurate student information for the processing of student photos
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## **Student (with Designation) Profiles**

<u>Department</u>	Human Resources
<u>Location</u>	District Office
<u>Individuals in bank</u>	Students with designation
<u>Information maintained</u>	Summary of student profile
<u>Purpose</u>	To provide a summary of a student profile to understand the level of Educational Assistant staffing support required
<u>Users</u>	Authorized HR staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c), Ministerial Order M150/89
<u>Information sharing agreement</u>	N/A

## **Student Records (Moscrop Archives)**

<u>Department</u>	IT Services
<u>Location</u>	Moscrop Secondary School archives
<u>Individuals in bank</u>	Inactive/graduated students (former students) whose records have never been requested by another BC public education facility
<u>Information maintained</u>	Hard copies of student records (as defined in district Policy 5.15) for all inactive students. The Permanent Student Record potentially includes a PR Card, official Transcript of Grades or last two student report cards. Student data may include: name, date of birth, address Personal Education Number, schools attended, attendance and assessment data, achievement records, incident records, Individual Education Plans, Student Learning Plans, report cards
<u>Purpose</u>	To store inactive student records of students no longer attending district schools. To meet the ministry's retention requirements for long-term PSR retention. For former students aged 22+ the PSR is maintained for a period of 55 years post withdrawal or graduation
<u>Users</u>	IT Services Project Manager and district Records Clerk
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c), Ministerial Order 082/09
<u>Information sharing agreement</u>	N/A

## **Student Records (MyEdBC)**

<u>Department</u>	Instructional Services
<u>Location</u>	Data is stored in a secure data centre in Kelowna
<u>Individuals in bank</u>	Students
<u>Information maintained</u>	Student, class and school data required for accurate input into the MyEd BC system
<u>Purpose</u>	To record accurate data for all students attending BC public schools and allocation of appropriate funding by the Ministry of Education
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 26(c), Ministerial Order M082/09
<u>Information sharing agreement</u>	N/A

## **Take a Hike Foundation**

<u>Department</u>	IT Services
<u>Location</u>	o365 Sharepoint
<u>Individuals in bank</u>	Students enrolled in the Take a Hike program
<u>Information maintained</u>	First and last names, gender, date of birth, address, contact information, intake, permission and medical forms
<u>Purpose</u>	To effectively deliver the Therapy and ABL components of the Take a Hike program
<u>Users</u>	Authorized program teachers/staff, Foundation support team including the CEO and the Program Specialist. IT volunteers provide technical support but do not directly access student data
<u>Authority for collection</u>	School Act s. 79, FIPPA s. 33(1), (2)
<u>Information sharing agreement</u>	N/A

## TMA Systems

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Authorized staff
<u>Information maintained</u>	First name, last name, email address, location
<u>Purpose</u>	A work order system to support the operational needs of the Maintenance Services Centre and IT Services
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A

## Trustees

<u>Department</u>	Secretary-Treasurer
<u>Location</u>	Secretary-Treasurer's Office
<u>Individuals in bank</u>	Trustees (current and former)
<u>Information maintained</u>	Name, contact information, financial disclosure records, criminal records checks
<u>Purpose</u>	To maintain a current list of Trustees and meet the requirements of the School Act, the Financial Disclosure Act and the Criminal Records Review Act
<u>Users</u>	Secretary-Treasurer, authorized HR and Payroll staff
<u>Authority for collection</u>	School Act s. 15, Financial Disclosure Act, Criminal Records Review Act
<u>Information sharing agreement</u>	N/A

## **Violent Incident Reports**

<u>Department</u>	Instructional Services
<u>Location</u>	Schools, Health & Safety Department, Safe & Caring Schools Department
<u>Individuals in bank</u>	Students and staff involved in violent incidents
<u>Information maintained</u>	Name, contact information, information about the incident
<u>Purpose</u>	To record violent incidents and provide a safe working environment for students and staff
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act s. 15, 79, FIPPA s. 26(a), (c), WorkSafe regulations
<u>Information sharing agreement</u>	N/A

## **Voice over IP**

<u>Department</u>	IT Services
<u>Location</u>	Data Centre - physical servers
<u>Individuals in bank</u>	All registered staff with a physical or virtual voicemail box
<u>Information maintained</u>	First name, last name, location
<u>Purpose</u>	To manage voice messaging services in the district - voicemail, call lists, speed dials, auto attendant information
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management
<u>Authority for collection</u>	School Act, s. 15, FIPPA s. 26(c)
<u>Information sharing agreement</u>	N/A



## Volunteer Driver Forms

<u>Department</u>	Instructional Services
<u>Location</u>	Schools
<u>Individuals in bank</u>	Volunteer drivers for authorized field trips
<u>Information maintained</u>	Name and contact information of volunteer driver, school, vehicle information (make, year, licence plate) driver's insurance and licence number
<u>Purpose</u>	To ensure the safe transportation of students on field trips and other school-authorized activities
<u>Users</u>	Authorized staff
<u>Authority for collection</u>	School Act, s. 79, FIPPA s, 26(a), (c), BC Motor Vehicle Act, ICBC
<u>Information sharing agreement</u>	N/A

## Vulnerable Student Data

<u>Department</u>	Human Resources
<u>Location</u>	District Office (shared electronic drive)
<u>Individuals in bank</u>	Vulnerable and at-risk students
<u>Information maintained</u>	Student names and key indicators that may increase a student's vulnerability and ability to successfully graduate
<u>Purpose</u>	To identify students at risk and support early interventions, grant writing and program placements
<u>Users</u>	Authorized HR, ISS and Safe & Caring Schools staff
<u>Authority for collection</u>	School Act. s. 79, FIPPA s. 26(c), Ministerial Orders M150/89 and M152/89
<u>Information sharing agreement</u>	N/A

## Web Sites

<u>Department</u>	IT Services
<u>Location</u>	Data Centre – VM
<u>Individuals in bank</u>	Admin and teaching staff: backend – first and last names; frontend – first and last names, email address. Information for this service originates with Active Directory
<u>Information maintained</u>	First and last names, email address
<u>Purpose</u>	To manage/facilitate login to provide access to update school and district web content
<u>Users</u>	IT Services - User Support, Network Support technicians, IT Services management, Web Services, Educational Technologies
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(c), Ministerial Orders M150/89 and M152/89
<u>Information sharing agreement</u>	N/A

## WorkSafe Forms

<u>Department</u>	Instructional Services, Health & Safety Department
<u>Location</u>	Schools, Health & Safety Department
<u>Individuals in bank</u>	Staff who reported a work-related injury or required first aid at work
<u>Information maintained</u>	Name, contact information, location, SIN, position, nature of injury
<u>Purpose</u>	To ensure a safe working environment for staff, prompt treatment of injuries and prompt removal of potential workplace hazards
<u>Users</u>	Authorized school, Health & Safety and HR staff
<u>Authority for collection</u>	School Act s. 15, FIPPA s. 26(a), (c), WorkSafe regulations
<u>Information sharing agreement</u>	N/A