

SCHOOL DISTRICT 84 (VANCOUVER ISLAND WEST)

PERSONAL INFORMATION DIRECTORY

Under Section 69(6) of the Freedom of Information and Protection of Privacy Act (“Act”), public bodies are required to create and maintain a PID which lists the specific collections of personal information maintained by the public body.

A personal information bank is defined in the legislation as “a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual”.

School District 84 maintains a PID that lists all of the “personal information banks” that are maintained by the District subject to the Act. Personal information includes any recorded information about an identifiable individual other than business contact information and includes an individual’s name, personal contact information, and educational and employment history. This PID is available to the public and sets out the following information about each personal information bank:

- title and location;
- description of the kind of personal information and 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 by SD 84;
- the categories of persons who use the personal information or to whom it is disclosed.

Title	Location	Description of Kind of Personal Information	Categories of Individuals Whose Personal Information is Included	Authority for Collecting Personal Information	Purposes for Which Personal Information was Obtained/Compiled and Used	Categories of Persons Using Personal Information or to Whom It Was Disclosed
Application Forms	SBO, Schools	Employment	All Staff	District Policy	Employment and Payroll	SBO Administration, Principals, HR, Payroll
Aboriginal Education Timesheets	Schools	Name, address	FN Elders	School, District	To pay honorariums	Principal/Admin Assistant
Aboriginal Student Checklists	Schools	Name, DOB, PEN, Band Affiliation	FN Students	Ministry, District	To record Aboriginal Education and Language Programming and Support Services	Principals, Nuu-chah-nulth Education Workers, Administrative Assistants
Class Records and Homeroom Lists	School, MyEdBC	Name, grade, homeroom, demographics	Student	Ministry	Ministry, Emergency contacts, school management	School Staff

Contracts – Service Providers	SBO	Name, address, phone	Contractor	Ministry, District	Manage District	SBO Administration
Electronic Leave Forms	Online Electronic Leave Management System, Payroll	Name, Dates, Schedule of Leaves	All Staff	CRA, Union Contracts	Pay and Accruals	SBO Administration, Principals, Admin Assistants, Payroll
Evaluation Reports	SBO	Name, Location, Education	Staff	Ministry, SBO, Union Contracts	Employment Requirement	SBO Administration, Principals, HR
Field Trip Forms – Student and Field Trip Forms – Volunteer	SBO, School	Name, grade, address, emergency contact, medical alerts, PEN	Student Parent/Guardian Chaperone	School, Ministry, District	Student Safety and parent information	SBO Administration, Principals, Teachers, Administrative Assistants
Financial Services	SBO, Schools	Employee & supplier names, addresses, invoice #'s	Staff and Suppliers	CRA, Union Contracts, District Policy	Pay Employees and Suppliers	SBO Administration, Principals, Admin Assistants, HR, Payroll, Accounts Payable
Grievance and Arbitration Files	SBO	Name, Location	Staff	SBO, Ministry, Union Contracts	Employment	SBO Administration, HR
Homestay Family Information	School, SBO	Number, address, emergency contact, siblings, Ministry designated, medical issuers, PEN, student number, course	Student	Ministry	International Program Management	SBO Administration, District Administrative Assistant, Principals, Teachers, Administrative Assistants
Incident, Injury, First Aid Reports and WSBC Records and Correspondence	SBO, Schools, SD23, WSBC	Employee Name, Address, SIN, Medical # Demographics, Details, Earnings	All Staff	WSBC	For pay and insurance purposes	SBO Administration, Principals, Administrative Assistants, Worker Representatives, SD23
Insurance Incident Reports	SBO, Schools, Ministry-SPP	Employee and Student Names, Details of Incident, Dates	All Staff and Students	Ministry, WSBC, Union Contracts	Liability and insurance issues	SBO Administration, Principals, Administrative Assistants, Ministry-SPP
Job Posting Files	SBO	Name, Address, Education, Phone, Employment History	Applicants	Ministry, Union Contracts, SBO	Hiring Process	SBO Administration, Principals, HR
Mileage Claim Forms	SBO	Name, Address	All Staff, Trustees	CRA, District Policy	To reimburse individuals	SBO Administration, District Admin Assistant
Ministry Reporting	SBO, School	Name, Ancestry, Grade, PEN, birthdate, grade	Student	Ministry	Funding	Ministry, SBO Administration, Schools
Personnel Files, Demographics Info, Scheduling	SBO, SRB PowerSchool HR/Payroll System	Name, employee number, address, employment info	Staff	CRA, Ministry, Union Contracts	Payroll and Employment	SBO Administration, HR

Referrals – Speech and Language, Psych Ed, Physiotherapist, Occupational Therapists (OT), Audiologists, TDHH, Psychologists, Counsellors	Schools	Name, Demographics	Student	Ministry, District	Remediation, Support, Assessments	Principal, Teacher(s), School Based Teams
Reports: Pediatricians, Neurologists, OT, Audiology, TDHH	Schools	Name, dob, medical information	Student	Medical Practitioners, Schools	Medical, Behavioural, Cognitive & Developmental Assessments	Principals, Learning Assistant Resource Teacher, Teacher(s), Administrative Assistant
Special Education Designations	MyEdBC, School, SBO	Name, PEN, medical information	Student	Ministry, District, School	Student Program	SBO Administration, Principal, Teacher, Administrative Assistant
Specialized Supports: POPARD, POPFASD, POPTDHH, SET BC	Schools	Name, dob, medical information	Student	District, Schools	Medical, Behavioural, Cognitive & Developmental Assessments	Principals, Learning Assistant Resource Teacher, Teacher(s), Administrative Assistant
Staff Directories	Staff Emails, Schools	Names and Work Location	All Employees excluding on-call	Emergency and Staff Info	Staff teaching assignments	SBO Administration, Teachers, Support Staff (excluding on-call)
Staff Lists	SBO, Schools, Union Locals	Names	Administration, Teachers, Support Staff, Non-Certified Staff	CRA, Ministry of Ed, Union Contracts,	Organization and Management of District	SBO Administration, Principals, Administrative Assistants, SBO, Local Unions
Student Attendance Records	Schools, MyEdBC	Name, reason for absence, date, time	Student	Ministry	Ministry, Report cards and other reports	SBO Administration, Principals, Teachers, Administrative Assistants
Student Course Selection Forms	School, MyEdBC	Name, Grade	Student	School Staff	Ministry and School Management	Principals, Teachers, Administrative Assistants
Student Databases	MyEdBC, School	Name, grade, phone, address, email, contacts, Email & Mathletics Logins & Passwords Demographics Addresses Citizenship Programs Language/Culture Alerts: Legal Custody Orders Medical, other	Student	School, Ministry, District	School management, student education program	SBO Administration, Principal, School Staff

Student Directory	School	Name, Homeroom, dob, phone, address, parent/guardian	Student	Ministry	Emergency contacts, school management	School staff
Student Files & Student Verification Forms	School, MyEdBC	Address, birth date, PEN, emergency contact, parents' names, phone number, indigenous decent, lives on reserve Proof of age, Alerts: Legal – Custodian Orders, medical, other, BCPHN	Student	Ministry	School Management, Emergency contacts, Ministry	SBO Administration, School Staff, Ministry
Student File Transfer Requests	School	Name, grade	Student	Ministry	Requests to transfer student records and confidential records	In/Out of District Schools
Student Individual Education Plans	School	Name, grade, emergency contact	Student	School, Ministry, District	Ensure appropriate education program for student	SBO Administration, Principal, School Staff
Student Medical Consent Cards	School	Student demographics	Student	Ministry and Clinic	Keeping immunizations current, dental and vision screenings	Clinic, Nurse, School Office
Student Medication Information	Schools	Name, condition, type of medication, emergency process	Student	Ministry	Save Lives	School Staff
Student Permanent Record Cards	School, SBO, Ministry, MyEdBC database	Name, birthdate, birth place, legal info, schools	Student	Ministry	Student's Education History	School, SBO, Administration, Ministry
Student Referrals	SBO, School	Name, address, PEN, medical information	Student	Ministry, District, School	Student progress	SBO Administration, Principal, Teacher(s)
Student Reports	School	Name, grade	Student	Ministry	Student Progress	Schools, SBO, Administration
Student Safety Plans	School	Name, grade, emergency contact	Student	School, Ministry, District, WSBC	Safety of student and workers	SBO Administration, Principal, School Staff
Student Scholarship Applications	SBO, School, Community Groups	Name, address, PEN	Student	Ministry, SBO,	To determine scholarship recipients	Administration, Schools, Scholarship Committees (both District, Community and Union)

Student School Registration Form	School	Name, address, birthdate, parents, guardians, contact info, proof of age	Students, Parents	School, Ministry, District	School management, emergency contacts	Ministry, SBO Administration, Principal, Admin Assistant
Student Transcripts	School, SBO, Ministry	Name, address, PEN, SIN, birthdate	Student	School, Ministry	Proof of graduation requirements	SBO Administration, Ministry, Principals
Student Work Experience Programs	School, MyEdBC	Name, grade	Student	School, Ministry, District	School management, student education program	SBO Administration, Principal, Teacher, Administrative Assistant
Teacher Daybooks	School, Home	Name, grade, phone number, address	Student	School	Classroom Planning and Management	Teacher
Teacherage Leases	SBO	Name, address	Tenant	Landlord & Tenancy Act, District	Outline legal obligations of tenant and landlord	SBO Administration, Tenant
Vendor Payments	SBO, Schools	Supplier Names, addresses, invoice #'s	Staff and Suppliers	CRA, Union Contracts, District Policy	To pay expenses	Administration, Admin Assistants, Accounts Payable
Volunteer Drivers	School	Name, address, license information, medical information	Individual Volunteer	School, Ministry, District	School management and student safety	Principal, Teacher(s), Administrative Assistant