

# DIRECTORY OF PERSONAL INFORMATION BANKS

March 2019

The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of School District No. 37 and to assist the public in identifying the location of personal information about them held by the School District.

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

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**DEFINITION OF TERMS**

<b>TITLE:</b>	Name of the record or item
<b>DEPARTMENT:</b>	Area of responsibility for these records
<b>LOCATION:</b>	Physical location or site where the information or records are retained
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	School Act, Freedom of Information and Protection of Privacy Act, Labour Standards Act
<b>INDIVIDUALS IN BANK:</b>	Student, employee or other individuals as it relates to the information
<b>INFORMATION MAINTAINED:</b>	Description of the type of record or information collected
<b>PURPOSE OF INFORMATION:</b>	Purpose for which the personal information is obtained or compiled and purpose for which it is disclosed
<b>USER(S) OF INFORMATION:</b>	Who uses this information or to who is it disclosed

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**
**ADMINISTRATION - SCHOOL BOARD OFFICE**

<b>TITLE:</b>	District Archives
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	School Board Office, Schools, Delta Manor Education Centre (Inclusive Learning)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Former students, former employees
<b>INFORMATION MAINTAINED:</b>	Historical student records Historical employee records
<b>PURPOSE OF INFORMATION:</b>	To provide a historical and archival record of the School District
<b>USER(S) OF INFORMATION:</b>	Former students, former employees

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**ADMINISTRATION - SCHOOL BOARD OFFICE**

<b>TITLE:</b>	Email
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	All Sites
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Staff, students
<b>INFORMATION MAINTAINED:</b>	Day to day correspondence with staff and outside sources
<b>PURPOSE OF INFORMATION:</b>	Communication
<b>USER(S) OF INFORMATION:</b>	All Staff, Students

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**ADMINISTRATION - SCHOOL BOARD OFFICE**

<b>TITLE:</b>	Staff Lists and Directories
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	All sites
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Employees
<b>INFORMATION MAINTAINED:</b>	Name, phone or extension number, location, job title
<b>PURPOSE OF INFORMATION:</b>	To enable staff to communicate with one another
<b>USER(S) OF INFORMATION:</b>	Staff



**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	1701 Data Collection
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, School Board Office, CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 81, 168 (2)(t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Name, date of birth, grade, inclusion category, gender, PEN school ID number, Ministry reference number, Aboriginal Ancestry, ESL, programs attending, FTE
<b>PURPOSE OF INFORMATION:</b>	Ministry of Education reporting for funding, tracking students and program planning
<b>USER(S) OF INFORMATION:</b>	School staff, Administrators, Counsellors, School Board Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	1701 Designation Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Student Support Service Office, School Office/Administrative office, CIMS, IEP Central, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 75, 79, 168 (2)(t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students with current designations, assessments completed
<b>INFORMATION MAINTAINED:</b>	IEP, sensitive assessments, supporting documents for designation, safety plans, confidential files
<b>PURPOSE OF INFORMATION:</b>	Identifies student with designations for Ministry purposes
<b>USER(S) OF INFORMATION:</b>	Administrators, Administrative Assistant, Learning Services Staff, Counsellors, Teachers, Learning Support Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Academy Registration List
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School office at participating schools, Academy Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Labour Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students participating in academies
<b>INFORMATION MAINTAINED:</b>	Application form, which may contain name, date of birth, gender, grade, address, email and parent/guardian contact information, amount paid or owing
<b>PURPOSE OF INFORMATION:</b>	Record of participating students
<b>USER(S) OF INFORMATION:</b>	Office staff, Administrator, Academy Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Administrator Staff Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Administrator Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15 (1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Staff
<b>INFORMATION MAINTAINED:</b>	May contain copies of correspondence from School Board Office, notes of meeting with employee, evaluations, personal growth plan, weekly timetables, professional development, doctor's notes
<b>PURPOSE OF INFORMATION:</b>	To have a record of interactions with staff and copies of various documentation
<b>USER(S) OF INFORMATION:</b>	Administrators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Administrator Student Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Administrator Office; hard copy and electronic
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May contain FSA results, assessment data, various data collection and assessments, disciplinary documentation, results of summer reading programs (name, PEN, reading levels, assessment information),
<b>PURPOSE OF INFORMATION:</b>	Tracks students' growth
<b>USER(S) OF INFORMATION:</b>	Administrator, School Based Team, Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Assessments Various
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Student Support Services or School Counsellor Office or Administrator Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 85 (2) (j), 168 (2) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Depending on type of assessment, may contain student name, date of birth, PEN, assessment results, potential violent acts or threats
<b>PURPOSE OF INFORMATION:</b>	Provides results of assessments by counsellors, speech language pathologists, occupational therapists, psychologists, physiotherapists
<b>USER(S) OF INFORMATION:</b>	District Principals - Inclusive Learning, Administrators, Teachers, Counsellors

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Band Instrument Rental Forms
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, Music Teacher (where applicable)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Students' names, instrument, copy of contracts (when applicable)
<b>PURPOSE OF INFORMATION:</b>	Tracking rental of band equipment – fees paid and refunds
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrators, Music Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	CIMS Student Information Database
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	All Sites – CIMS Database
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 75, 79, 168 (2)(t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, date of birth, gender, medical information, health alerts, custody alerts, contact information, parent/guardian consents, personal health number, Personal Education Number, Aboriginal Ancestry, emergency contact information, IEP's, Inclusive Learning designation, attendance, grades, course history
<b>PURPOSE OF INFORMATION:</b>	Repository of information for student registration and enrollment, attendance marks, 1701 reporting, program administration, to generate reports for various uses
<b>USER(S) OF INFORMATION:</b>	Office, Administration and IT – full access Teachers – access to their students' records Support teachers and indigenous education advocates – full access to student records Parents/guardians – access to their child's portal for attendance, grades, report cards Public Health Nurse – is provided a list of grade KN and 6 students which includes student name, date of birth, gender, contact information, personal health number



**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Class Lists
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Schools, CIMS, MyEducation BC, Classrooms Emergency packs, Emergency Contact binder
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May include student name, gender, date of birth, grade, year of graduation, pupil number teacher name, homeroom
<b>PURPOSE OF INFORMATION:</b>	To provide office and teachers with a listing of their students for attendance, marking and emergencies
<b>USER(S) OF INFORMATION:</b>	Teachers, Administrators, Office Staff, approved PAC members

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Classroom Teacher Student Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Teachers filing cabinet, Computer Drive
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Files may contain any or all of the following: work students have completed for the current year, test results, daily accomplishments, portfolio files, birthdays, learning assistance information
<b>PURPOSE OF INFORMATION:</b>	To allow teacher to track student progress and to communicate progress to parent/student
<b>USER(S) OF INFORMATION:</b>	Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Consent Form (Parent/Guardian)
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student Name, grade, personal health number, teacher, parent email, consent check-off
<b>PURPOSE OF INFORMATION:</b>	Parent/guardian permissions for child's photo, consent to receive emails from schools, technology acceptable use, lock use, walking trips, PAC contact
<b>USER(S) OF INFORMATION:</b>	School Staff, Administrators, Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Counsellor Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Student Support Services Counselling Office, School Counsellor/Consulting Resource Teacher office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – 79, 85 (2)(j) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students referred for assessments, programs and services internally and externally
<b>INFORMATION MAINTAINED:</b>	May include referral form, name, date of birth, grade, school teacher, designation, description of behaviours, parent/guardian contact information, information regarding referral reason, positives about the child, assessment, strategies tried at each tier level, IEP, academic standing, parent signature form, student involvement form (documents a record of meeting with student), summary of session, student artwork
<b>PURPOSE OF INFORMATION:</b>	To document and track assessments, services provided and meetings
<b>USER(S) OF INFORMATION:</b>	Student Support Services Staff, School Counsellors, Consulting Resource Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Course Selection
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, School Counsellor Office, CIMS, MyEducation BC, online and hard copy
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Name, course requests, student #, grade
<b>PURPOSE OF INFORMATION:</b>	To determine courses for the graduation program for students
<b>USER(S) OF INFORMATION:</b>	Office Staff, Administrators, Counsellors, LST, Resource Room Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Court Orders
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, hard copy in student file, student electronic PSR in CIMS and MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students with custody orders
<b>INFORMATION MAINTAINED:</b>	Current and previous legal court orders, which contain student name and parent/guardian name.
<b>PURPOSE OF INFORMATION:</b>	To have a record of students under court orders
<b>USER(S) OF INFORMATION:</b>	Office staff, Administrators, Teachers, Counsellors

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Criminal Record Checks - Volunteers
DEPARTMENT:	Education
LOCATION:	School Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Volunteers for driving, school events
INFORMATION MAINTAINED:	Name, gender, date of birth, address, results of CR search
PURPOSE OF INFORMATION:	To check on criminal history, if any, and to ensure the safety and security of students and vulnerable adults
USER(S) OF INFORMATION:	School Office, Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Discipline and Suspension Letters
DEPARTMENT:	Education
LOCATION:	School Office, student file, CIMS, MyEducation BC
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Student name, date, description of incident and course of action
PURPOSE OF INFORMATION:	To have a record of interactions with staff and copies of various documentation
USER(S) OF INFORMATION:	Administrators



**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Emergency Preparedness – Student Emergency Release Form
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office in earthquake bin, CIMS and MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Name, grade, name and number of contact person, name and number of persons who have custody in emergency, parent/guardian signature and date
<b>PURPOSE OF INFORMATION:</b>	To have contact information in the event of an emergency when re-entry into school is not possible
<b>USER(S) OF INFORMATION:</b>	School Staff, Administrators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Fees – Record of School Fees Paid/Owing
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Online in CIMS
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May include name, gender, grade, homeroom, student number, amount paid/owing to school, comments, coach/teacher name
<b>PURPOSE OF INFORMATION:</b>	To record fees paid by students for supplies, activities, sports, yearbook, workbooks, field trips
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Field trip forms
DEPARTMENT:	Education
LOCATION:	School Office, CIMS online
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Field trip forms have various levels of permission. Name of student, homeroom, teacher/supervisor, dates, fees, transportation, equipment rentals, medical information, parent guardian contact information and approval
PURPOSE OF INFORMATION:	Permission from parents/guardians for students to attend/travel to events outside the school
USER(S) OF INFORMATION:	School Office Staff, Administrators, Teachers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	G4 File
DEPARTMENT:	Education
LOCATION:	School Office, electronically filed in CIMS
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	May include registration forms, grade, attendance, discipline, psychoeducational reports, assessments, referral forms, 1701 designations, permanent record cards (PR card), progress reports, learning assistance reports, IEP's, student behaviours, outside agency reports, birth certificate, suspension letters
PURPOSE OF INFORMATION:	Provides a repository and historical record of program student have attended and educational progress
USER(S) OF INFORMATION:	Office staff, Administrators, Counsellors and Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Hot Lunch Program
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Online ordering system
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, grade, homeroom, medical concern
<b>PURPOSE OF INFORMATION:</b>	Parents choose to sign their child up and order hot lunches throughout the year. Information allows the lunches to be delivered to the correct class
<b>USER(S) OF INFORMATION:</b>	Administrators, Parents running the Hot Lunch program

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	In and Out Book
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office (forms, letters, spreadsheet)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have withdrawn or transferred in during the current school year
<b>INFORMATION MAINTAINED:</b>	Withdrawal request form contains name, date of birth, grade, new school name, date file sent. Transfers in contain name, date of registration, grade, date of birth, PEN, previous school name, date student file requested, date file received.
<b>PURPOSE OF INFORMATION:</b>	Tracks student movement and history. Information also maintained for Ministry audit purposes.
<b>USER(S) OF INFORMATION:</b>	School Office Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Incident Reports - Students
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, Schools Protection Program online, Secretary Treasurer's Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, claim number, school attending, incident date, incident type, reported by, summary of incident
<b>PURPOSE OF INFORMATION:</b>	Record of student injuries/incidents
<b>USER(S) OF INFORMATION:</b>	Superintendent, Secretary Treasurer, Administrators, School Protection Program

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Inclusive Learning Program Referrals, Applications, Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	IEP Central, CIMS, School Office, Counsellor Office, LST Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students applying for a designation
<b>INFORMATION MAINTAINED:</b>	Name, gender, date of birth, inclusive education criteria, medical information (if applicable)
<b>PURPOSE OF INFORMATION:</b>	To document criteria for adding student to inclusive education program
<b>USER(S) OF INFORMATION:</b>	District and School Administrators, Counsellors, School Psychologists, Teachers



**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Indigenous Education Lists
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Schools, CIMS, MyEducation BC, Delta Manor Education Centre
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section c165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Indigenous students
<b>INFORMATION MAINTAINED:</b>	Name, date of birth, parent/guardian contact , grade, teacher
<b>PURPOSE OF INFORMATION:</b>	To have available information for completing forms and contact information to liaise
<b>USER(S) OF INFORMATION:</b>	Administrators, School Office Staff, Teaching Staff, Learning Services – Indigenous Education

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Individual Education Plans (IEP)
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, Counsellor Office, LST Office, CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 75, 70, 168 (2)(a) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students with a designation or who receive more than 25 hours of LST support
<b>INFORMATION MAINTAINED:</b>	Student Name, student #, PEN, DOB, Grade, Gender, strategies, student background information, medical information if necessary, testing information
<b>PURPOSE OF INFORMATION:</b>	Educational plan and required support for students with special needs or who receive more than 25 hours of LST support
<b>USER(S) OF INFORMATION:</b>	Staff working with students with special needs or who receive services, Administrators, School Psychologist, Parents

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	International Student Information
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	CIMS Database, MyEducation BC, True North Database, School Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	International Students
<b>INFORMATION MAINTAINED:</b>	International Education application forms, ELL reports, Student registrations, passports, old report cards
<b>PURPOSE OF INFORMATION:</b>	Maintaining a student record for: Educational Progress, Guardian/Homestay/Emergency contacts
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrators, Teachers, International Coordinators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Library Computer Database
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Libraries, Destiny Library Database, CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students, School Staff
<b>INFORMATION MAINTAINED:</b>	Student name, grade, PEN, photo, ID number
<b>PURPOSE OF INFORMATION:</b>	To sign out books, electronics, school resources
<b>USER(S) OF INFORMATION:</b>	Librarian, School Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Lists – Various (electronic and hard copy)
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, School Board office, CIMS, MyEducation BC, O drive and printed and saved in a binder
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May contain: Student name, grade, fee amounts, outstanding fees, locker number and combinations, sports teams, scholarships, teacher's name, division
<b>PURPOSE OF INFORMATION:</b>	Tracking system for lockers, textbooks, activities
<b>USER(S) OF INFORMATION:</b>	School Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	LST files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	CIMS
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students receiving help from LST team
<b>INFORMATION MAINTAINED:</b>	May contain: Students name, birthdate, reading levels, SBT meeting notes, consent for services forms, IEP/AIP progress reports, Psycho-Educational assessments, behaviour assessments, report cards, Ministry Designation code confirmation, Safety Plan, classroom observations, work samples, check list of skills attained
<b>PURPOSE OF INFORMATION:</b>	Student support plan, to track progress over time, creation of goals, IEP/AIP, planning
<b>USER(S) OF INFORMATION:</b>	Learning Service Team, Administrators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Medical Alert Card
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 and 168 (2) (t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student Emergency procedure plan: name, date of birth, parent/guardian name, phone number, emergency number, doctor name and phone number, potential life threatening medical condition, description of medical problem, location of medication, step by step emergency plan, signatures and dates to renew
<b>PURPOSE OF INFORMATION:</b>	Provides medical information and medical procedure plan for students with medical conditions
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrators, Teachers, Education Assistants, First Aid Attendant, Noon Hour Supervisors

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	MyBluePrint
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Secondary Schools, CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students Grade 8 - 12
<b>INFORMATION MAINTAINED:</b>	Student name, PEN, portfolio of work used in Career Life Education Program and Core Competencies, student record of course marks and course selections/grad plan, may contain events/sports teams students have participated in, clubs, activities, scholarships, bursaries
<b>PURPOSE OF INFORMATION:</b>	Portfolio for Career Life Education and core competencies of self-evaluation and student course planning and course selections.
<b>USER(S) OF INFORMATION:</b>	Students, Parents, Teachers, Counsellors



**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**EDUCATION**

<b>TITLE:</b>	MyEducation BC Student Information System (Implementation in progress)
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	All sites – MyEducation BC Database
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 168 (2)(t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, date of birth, gender, medical information, health alerts, custody alerts, contact information, parent/guardian consents, personal health number, Personal Education number, language, aboriginal ancestry, emergency contact information, IEP's special needs designation, attendance, grades, course history
<b>PURPOSE OF INFORMATION:</b>	Repository of information for student registration and enrolment, attendance, marks, 1701 reporting, program administration. To generate reports for various uses.
<b>USER(S) OF INFORMATION:</b>	Office, Administration and IT – full access Teachers, access to their students' records Support teacher and indigenous education advocates – full access to student records Parent/guardians – access to their child' portal for attendance, grades, report cards Public Health Nurse – is provided a list of grade K and 6 students which includes student name, date of birth, gender, contact information, personal health number

**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**EDUCATION**

<b>TITLE:</b>	Parent Advisory Council
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	PAC Executive
<b>INFORMATION MAINTAINED:</b>	Name, title, phone number and email address
<b>PURPOSE OF INFORMATION:</b>	Contact information of PAC members
<b>USER(S) OF INFORMATION:</b>	All staff, Parents, Community

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Permanent Student Record
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	All School Offices – CIMS and MyEducation BC, storage for 55 years after grad age of 18
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act 79, 168 (2) (t) and (k) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students – current and graduated
<b>INFORMATION MAINTAINED:</b>	Name, date of birth, gender, PEN, birth country, record of schooling, student inclusions, achievement record, attendance record
<b>PURPOSE OF INFORMATION:</b>	To maintain a permanent student record of a student's educational history
<b>USER(S) OF INFORMATION:</b>	Office Staff, Administrators, individual Students, Teachers, Counsellors

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Personal Learning Profiles
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Learning Services office, counsellors
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name and learning plan
<b>PURPOSE OF INFORMATION:</b>	To share student information with school-based teams and to develop a learning support plan/strategies
<b>USER(S) OF INFORMATION:</b>	Administrator, School Based Team, Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Professional Growth Plans
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Administrator's office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act 15 (I) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Teachers
<b>INFORMATION MAINTAINED:</b>	Teachers growth plans, year plans, class schedules, copies of communications to parents
<b>PURPOSE OF INFORMATION:</b>	For class organization and ongoing planning
<b>USER(S) OF INFORMATION:</b>	Teachers, Administrators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Provincial Exam List
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May contain name, PEN, where exam was administered (school)
<b>PURPOSE OF INFORMATION:</b>	Tracking of completed courses and marks for reporting to Ministry
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrator

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Psychoeducational Assessments
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Student Support Services, Student files
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 85 (2) (i) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have a psychoeducational assessment
<b>INFORMATION MAINTAINED:</b>	Name, gender, date of birth, birth history, measured aptitude, achievement level, parent/guardian
<b>PURPOSE OF INFORMATION:</b>	To identify student needs and supports and to meet the College of Psychologists standards
<b>USER(S) OF INFORMATION:</b>	District Psychologists, Learning Services, Counsellors

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Psychoeducational Pre-Referral Report
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Student Support Services office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 85 (2) (i) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who will be assessed
<b>INFORMATION MAINTAINED:</b>	Name, gender, date of birth, date, Psychologist's name, school attending, report completed, recommendations
<b>PURPOSE OF INFORMATION:</b>	Register of students awaiting assessment
<b>USER(S) OF INFORMATION:</b>	School Psychologist, LST Teacher, ITT Teacher



**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Registration Forms
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, School Records Clerk, Student file, CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 81, 168 (2) (t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student legal and usual name, gender, date of birth, proof of age, address, grade, homeroom, PEN and student numbers, siblings, medical information, alerts, personal health number, ELL, parent/guardian/emergency contact information, Aboriginal ancestry, band, status card number, previous school information, citizenship, student photo, year of graduation, bus transportation, parent/guardian signature, consent for email, special learning needs, primary language spoken, custody and court order
<b>PURPOSE OF INFORMATION:</b>	Information is entered in to CIMS and MyEducation BC for contact information, statistical information, emergency/custodial/medical/educational information to allow for accurate placement and care of the student
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrators, Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Report Cards
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Name, PEN, Courses, grades, progress comments
<b>PURPOSE OF INFORMATION:</b>	To communicate student learning progress to parents and guardians
<b>USER(S) OF INFORMATION:</b>	Teachers, Administrators, School Office staff, Parents

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Speech and Language Assessments
DEPARTMENT:	Education
LOCATION:	School Office, CIMS
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79, 85 (2) (j) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students being referred and/or assessed for speech and language
INFORMATION MAINTAINED:	Parental consent Student name, date of birth, schools, mailing address email, phone number, teacher, reason for referral and assessment
PURPOSE OF INFORMATION:	To assess student speech and language levels
USER(S) OF INFORMATION:	Speech and Language Pathologist, District Administration, Consulting Resource Teachers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Staff Directory
DEPARTMENT:	Education
LOCATION:	Website, First Class email system
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act – <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	School District Staff
INFORMATION MAINTAINED:	Staff member name, location of work, telephone number, district email
PURPOSE OF INFORMATION:	Public access to contact District staff
USER(S) OF INFORMATION:	District Staff, Parents, Outside Agencies

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Staff Emergency Forms
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	School Staff
<b>INFORMATION MAINTAINED:</b>	Emergency contact information as related by school employees: home phone number, emergency contacts, emergency medical information
<b>PURPOSE OF INFORMATION:</b>	Contacting staff
<b>USER(S) OF INFORMATION:</b>	School Office Staff, District Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	StrongStart Registration
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Elementary Schools (where program is offered), MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 168 (2) (t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	StrongStart Students
<b>INFORMATION MAINTAINED:</b>	Student legal and usual name, gender, date of birth, proof of age, address, PEN and pupil number, medical information, alerts, personal health number, parent/guardian/emergency contact information, Aboriginal ancestry, band, status card number, citizenship, student photo, parent/guardian signature
<b>PURPOSE OF INFORMATION:</b>	Registration of StrongStart Students (early learning program)
<b>USER(S) OF INFORMATION:</b>	School Office Staff, StrongStart Facilitators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Student Annual Permission Forms
DEPARTMENT:	Education
LOCATION:	CIMS, MyEducation BC
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Emergency Release Information Outside Media in Schools Personal Information Consent Form Walking Field Trip Google Apps for Education My Blue Print Field Trips Fee Enhancements
PURPOSE OF INFORMATION:	Annual consent from parents for their child to use District technology and participate in local field trips
USER(S) OF INFORMATION:	School Office Staff, Administrators, Teachers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Student Attendance Reports
DEPARTMENT:	Education
LOCATION:	CIMS, MyEducation BC
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Full accounting of student absences and lateness
PURPOSE OF INFORMATION:	To have a record of attendance for reporting to parents/guardians
USER(S) OF INFORMATION:	Administrators, Teachers



**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**EDUCATION**

<b>TITLE:</b>	Student Confidential Files
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, electronically filed in CIMS
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May include registration forms, grade, attendance, discipline, psychoeducational reports, assessments, referral forms, 1701 designations, permanent record cards (PR card), progress reports, learning assistance reports, IEP's, student behaviours, outside agency reports, birth certificate, suspension letters
<b>PURPOSE OF INFORMATION:</b>	Provides a repository and historical record of programs students have attended and educational progress
<b>USER(S) OF INFORMATION:</b>	Office Staff, Administrators, Counsellors, Teachers

**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**EDUCATION**

<b>TITLE:</b>	Student Emergency Contact Verification Forms
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	CIMS, MyEducation BC
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 and 168 (2) (t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Name, date of birth, gender, pupil number homeroom, teacher, personal health number, home phone number, address, email, previous school, parent/guardian contact information, alerts (custody, medical), emergency contacts (name, phone, relationship), sibling information, citizenship, language spoken, Aboriginal Ancestry, parent/guardian signature
<b>PURPOSE OF INFORMATION:</b>	Form is accessed and updated online by the parent/guardian
<b>USER(S) OF INFORMATION:</b>	School Office Staff, Administrators, Teachers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Student Request for Administration of Medication at School
DEPARTMENT:	Education
LOCATION:	School Office or Medical Room
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students with medication/medical requirements
INFORMATION MAINTAINED:	Name, type and dosage of medication, date administered and by whom
PURPOSE OF INFORMATION:	Provides a record of medications on hand and administered
USER(S) OF INFORMATION:	School Administration, Teachers, Education Assistants, First Aid Attendant

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

EDUCATION

TITLE:	Support Staff Evaluations
DEPARTMENT:	Education
LOCATION:	Human Resources, Administrator's Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15 (1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Support Staff
INFORMATION MAINTAINED:	Name, job title, job description, evaluation at time of assessment, employee's progress towards achieving goals and objectives
PURPOSE OF INFORMATION:	To formally review and document an employee's performance and get their acknowledgement that the evaluation took place
USER(S) OF INFORMATION:	Administrator, respective Staff member, Human Resources

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Teacher Evaluations
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Board Office Personnel files, Administrator's Office file
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15 (1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Teachers who have been evaluated
<b>INFORMATION MAINTAINED:</b>	Evaluation of teacher competencies in a classroom setting
<b>PURPOSE OF INFORMATION:</b>	To formally review and document a teacher's classroom work performance and get their acknowledgement that the evaluation took place
<b>USER(S) OF INFORMATION:</b>	Administrator, Human Resources, Superintendent and respective Teacher

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Transcript of Grades
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Secondary Schools, CIMS, MyEducation BC, Continuing Education Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79, 168 (2) (t) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Graduated Students
<b>INFORMATION MAINTAINED:</b>	Copy of Ministry transcript of grades which contains student name, date of birth, PEN, courses taken, final letter grade and issue date
<b>PURPOSE OF INFORMATION:</b>	Provides a permanent record and history for students and School District
<b>USER(S) OF INFORMATION:</b>	School Office Staff, graduated and non-graduated Students

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	TRAX
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Secondary School Offices, CIMS, MyEducation BC, Continuing Education Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students Grades 10 to 12 and distributed learning students
<b>INFORMATION MAINTAINED:</b>	Grades 10 to 12 students as courses are completed
<b>PURPOSE OF INFORMATION:</b>	Extracts for submission to Ministry of Education for graduation program requirements including grades and courses completed
<b>USER(S) OF INFORMATION:</b>	School Office Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**EDUCATION**

<b>TITLE:</b>	Volunteer Information Forms (Volunteer Coach, Volunteer Driver, etc.)
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 7.1 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Parents, teachers, community members
<b>INFORMATION MAINTAINED:</b>	Name, address, contact information, driver's license number, vehicle registration and criminal record check
<b>PURPOSE OF INFORMATION:</b>	Record of volunteers and drivers for school-related events
<b>USER(S) OF INFORMATION:</b>	School Office, Administration, Teachers



**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**EDUCATION**

<b>TITLE:</b>	Yearbook
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	School Office, School Library (archive)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Current and previous students
<b>INFORMATION MAINTAINED:</b>	Student name, picture, graduation year, student involvement in school activities
<b>PURPOSE OF INFORMATION:</b>	Keepsake, archive
<b>USER(S) OF INFORMATION:</b>	Secondary School Students, Staff, Parents

**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**FACILITIES SERVICES**

<b>TITLE:</b>	Absence and Replacement System for Custodians – Access Database
<b>DEPARTMENT:</b>	Facilities Branch
<b>LOCATION:</b>	Maintenance/Facilities
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Custodians
<b>INFORMATION MAINTAINED:</b>	Employee Name, shift, hours of shift, absence date, reason, casual employee name (replacement)
<b>PURPOSE OF INFORMATION:</b>	To manually assign replacement employees (custodians only)
<b>USER(S) OF INFORMATION:</b>	Maintenance/Facilities Managers and Administrative Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

**FACILITIES SERVICES**

<b>TITLE:</b>	KeyScan Access Card Usage Database
<b>DEPARTMENT:</b>	Facilities Services
<b>LOCATION:</b>	Maintenance/Facilities
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Employees who have an access card to District buildings
<b>INFORMATION MAINTAINED:</b>	Name, location, card number, name of building(s) to which access is given
<b>PURPOSE OF INFORMATION:</b>	To document issuance of access cards to individuals and to maintain a history of cards issued to employees
<b>USER(S) OF INFORMATION:</b>	Facilities Services Managers, Administrative Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

**FACILITIES SERVICES**

<b>TITLE:</b>	Medical and WorkSafeBC Records – Maintenance and Custodial Staff
<b>DEPARTMENT:</b>	Facilities Branch
<b>LOCATION:</b>	Maintenance/Facilities
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Maintenance and Custodial Staff
<b>INFORMATION MAINTAINED:</b>	Employee Name Requests for medical leave WorksafeBC Incidents, GRTW
<b>PURPOSE OF INFORMATION:</b>	To support employee illnesses, injuries and return to work
<b>USER(S) OF INFORMATION:</b>	Maintenance / Facilities Managers, Administrative Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

FINANCIAL SERVICES / PROCUREMENT

TITLE:	Expense Reimbursement
DEPARTMENT:	Financial Services
LOCATION:	School Board Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Employees, Trustees who have made travel or expense claims
INFORMATION MAINTAINED:	Name, department, employee number, authorization, amount, reason
PURPOSE OF INFORMATION:	To issue reimbursement of work related expenses and mileage
USER(S) OF INFORMATION:	Financial Services, Finance & Management Staff Department Staff responsible for assigned particular budget areas Staff can view a history of their own reimbursements

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

FINANCIAL SERVICES / PROCUREMENT

TITLE:	Purchasing Card list
DEPARTMENT:	Procurement Services, Financial Services
LOCATION:	School Board Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Employees issued a District Purchasing Card
INFORMATION MAINTAINED:	Name, location, department, signatures and supervisor authorization, employee number, email, phone number, account code
PURPOSE OF INFORMATION:	Used to apply for District purchasing card Maintain records and receipts for all purchasing card purchases
USER(S) OF INFORMATION:	Financial Department Staff, Procurement Services Staff, Employees issues a purchasing card, Bank providing the District purchasing card, selected staff can view their information and information of staff at their location

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

TITLE:	Casual Staff List and Teachers Teaching On Call List
DEPARTMENT:	Human Resources Department
LOCATION:	School Board Office, SmartFind Express System
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Support Staff Employees on the casual list Teachers Teaching On Call
INFORMATION MAINTAINED:	Name, employee number, phone number, address, position, availability and assignments
PURPOSE OF INFORMATION:	To automatically and manually assign replacement employees
USER(S) OF INFORMATION:	Human Resources, Payroll, School Administrators, Administrative Assistants

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

TITLE:	Employee Benefits
DEPARTMENT:	Human Resources
LOCATION:	School Board Office, PEBT system, PBC system
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Name, employee number, address, gender, dependents, beneficiaries, benefits enrolment and changes, job title, hours worked.
PURPOSE OF INFORMATION:	Administration of benefits
USER(S) OF INFORMATION:	Human Resources Department, Payroll Department



**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**HUMAN RESOURCES AND PAYROLL**

<b>TITLE:</b>	Employee Incident Claims information
<b>DEPARTMENT:</b>	Human Resources
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act <input checked="" type="checkbox"/> Workers' Compensation Act – Part 3, Div. 10 – Section 172
<b>INDIVIDUALS IN BANK:</b>	All employees who have filed incident reports, WorkSafeBC claims or incidents
<b>INFORMATION MAINTAINED:</b>	Name of employee, contact information, supervisor, injury date and type, incident report, payroll information form, RTW plans, medical notes, select correspondence from WorkSafeBC
<b>PURPOSE OF INFORMATION:</b>	To track WorkSafeBC and safety incidents, claims and progress
<b>USER(S) OF INFORMATION:</b>	Health and Safety Officer, Human Resources Managers

**PERSONAL INFORMATION BANK**  
School District No 37 (Delta)

**HUMAN RESOURCES AND PAYROLL**

<b>TITLE:</b>	Employee Leave of Absence Requests
<b>DEPARTMENT:</b>	Human Resources Department
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Employees requesting leaves of absence
<b>INFORMATION MAINTAINED:</b>	Name, employee number, location, dates and reason for leave, approvals
<b>PURPOSE OF INFORMATION:</b>	To track approvals for leaves and reasons for absences
<b>USER(S) OF INFORMATION:</b>	Human Resources, Payroll, Administrators, Managers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

<b>TITLE:</b>	Grievances, Arbitrations and Investigations
<b>DEPARTMENT:</b>	Human Resources Department
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Unionized Support Staff Employees, Teachers, Exempt Staff
<b>INFORMATION MAINTAINED:</b>	Details of individual grievances, arbitrations and investigations pertaining to the bargaining unit or exempt staff member
<b>PURPOSE OF INFORMATION:</b>	Reference material and to maintain history on resolutions
<b>USER(S) OF INFORMATION:</b>	Human Resources Director and Managers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

<b>TITLE:</b>	Human Resources and Payroll System / Personnel Electronic Records
<b>DEPARTMENT:</b>	Human Resources Department and Payroll Department
<b>LOCATION:</b>	School Board Office - CIMS
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Current and former employees
<b>INFORMATION MAINTAINED:</b>	Biographical Employment history Employment administration Benefits and Pension Payroll administration Salary information Banking Accrual banks T4 information TD1 information Absence History
<b>PURPOSE OF INFORMATION:</b>	To support personnel and payroll administration by maintaining current and historical information on active and former employees.
<b>USER(S) OF INFORMATION:</b>	Human Resources, Payroll, School Administration

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

TITLE:	Medical Records - Employees
DEPARTMENT:	Human Resources
LOCATION:	School Board Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Employees
INFORMATION MAINTAINED:	Employee Name Requests for medical leave Medical / Doctor's notes WorksafeBC GRTW
PURPOSE OF INFORMATION:	To support employee illnesses, injuries and return to work
USER(S) OF INFORMATION:	Human Resources Department

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

TITLE:	Personnel Files
DEPARTMENT:	Human Resources Department and Payroll Department
LOCATION:	School Board Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input checked="" type="checkbox"/> Employment Standards Act – c.113, s.28(1) Payroll Records
INDIVIDUALS IN BANK:	Current and former employees
INFORMATION MAINTAINED:	Biographical Employment history Employment administration Benefits and Pension
PURPOSE OF INFORMATION:	To support personnel and payroll administration by maintaining current and historical information on active and former employees.
USER(S) OF INFORMATION:	Human Resources Department Staff and Payroll Department Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

<b>TITLE:</b>	Seniority Lists – CUPE and DTA
<b>DEPARTMENT:</b>	Human Resources Department
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Unionized Support Staff Employees and Teachers
<b>INFORMATION MAINTAINED:</b>	CUPE: Employee name, seniority date, job title, job location DTA: Employee name, job location, seniority
<b>PURPOSE OF INFORMATION:</b>	To record employee seniority for posting and filling of positions
<b>USER(S) OF INFORMATION:</b>	Human Resources, Payroll, School Administration, Managers, Union Employees, CUPE and DTA

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

HUMAN RESOURCES AND PAYROLL

<b>TITLE:</b>	Service Credits List – CUPE
<b>DEPARTMENT:</b>	Human Resources Department
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 15(1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Unionized Support Staff Employees
<b>INFORMATION MAINTAINED:</b>	Employee Name, Service Credits, Recognized Credit, Job Title
<b>PURPOSE OF INFORMATION:</b>	To record employee service credits for posting and filling of positions
<b>USER(S) OF INFORMATION:</b>	Human Resources, payroll, school administration, managers, union employees, CUPE and DTA



**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Academy Registration Forms and Lists
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Admissions and Registration Files (office files), electronic (True North Database)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Students personal information (including date of birth, medical information), may contain information regarding fees paid, address of residence in Canada and in home country
<b>PURPOSE OF INFORMATION:</b>	To have a record of which students are registered for which academies, show payment of fees
<b>USER(S) OF INFORMATION:</b>	Administrators, Administrative Assistants, Multicultural Support Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Administrator Staff Files
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Administrator Office (personel files); hard copy and electronic (computer)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Staff (CUPE, teaching, Administration, Exempt)
<b>INFORMATION MAINTAINED:</b>	May contain copies of correspondence from Board Office, doctor's notes, notes of meeting with employee, evaluations, personal growth plan, weekly timetables, professional development
<b>PURPOSE OF INFORMATION:</b>	To have a record of interactions with staff and copies of various documentation
<b>USER(S) OF INFORMATION:</b>	Administrators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Administrator Student Files
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	School Administrator Office; hard copy and electronic (First Class, computer, True North Database)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May contain correspondence regarding individual students with parents, agents school-based staff and ISP staff, assessment data, records of discipline issues, records of incidents at school or in homestay, course planning and post-secondary planning information
<b>PURPOSE OF INFORMATION:</b>	Tracking of student issues for ongoing support and planning
<b>USER(S) OF INFORMATION:</b>	Administrator, Teachers, Multicultural Support Workers, Homestay Coordinators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Agent/Recruiter Information
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Office paper files, True North Database
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Agents (company names and individuals)
<b>INFORMATION MAINTAINED:</b>	Signed contracts, copies of business licenses, names, addresses, contact information, commission rates and invoices
<b>PURPOSE OF INFORMATION:</b>	To ensure our agent recruiters are operating according to our standards and to facilitate communication and business relationships
<b>USER(S) OF INFORMATION:</b>	ISP Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

<b>TITLE:</b>	Assessments Various
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	School based teacher files, electronic files of summaries in First Class or on personal computers
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Contains student name, grade, assessed ELL level
<b>PURPOSE OF INFORMATION:</b>	Provides results of assessment for course planning and communication
<b>USER(S) OF INFORMATION:</b>	Administrators, International Coordinators (Teachers)

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

<b>TITLE:</b>	Attendance Reports
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	CIMS, Monthly attendance reports stored in personal First Class Folders and Administrator Personal Files
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Include student names, grade, student number, schedules, attendance record
<b>PURPOSE OF INFORMATION:</b>	To track attendance for follow up and sharing with natural parents and for possible disciplinary reasons
<b>USER(S) OF INFORMATION:</b>	ISP Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Class lists (Summer ELL program)
DEPARTMENT:	International Education
LOCATION:	True North database, Administrator Personal Electronic files (computer), O drive
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Student Name, Grade, address
PURPOSE OF INFORMATION:	Organization of summer ELL classes, information for teachers to take attendance and do classroom administration
USER(S) OF INFORMATION:	Administrative Assistants, Administrators, Teachers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Consent Forms (Parent/Guardian)
DEPARTMENT:	International Education
LOCATION:	Office Files (alpha order), CIMS, True North Database
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Student Name, grade, personal health number/private medical number, teacher, parent email, consent check-off
PURPOSE OF INFORMATION:	Parent/guardian/custodian permissions for child's photo, receive emails from schools. Technology acceptable use, lock use, walking trips, PAC contact. Information keyed into CIMS and MyEducation BC and hard copy filed alphabetically in binders
USER(S) OF INFORMATION:	School Staff, Administrators, Teachers



PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Course Selection
DEPARTMENT:	International Education
LOCATION:	School Office, School Counsellor Office, CIMS, online and hard copy, ISP Administrators personal paper files
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Name, student number, course requests
PURPOSE OF INFORMATION:	To determine courses for the graduation program for students
USER(S) OF INFORMATION:	Office Staff, Administrators, Multicultural Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Criminal Record Checks – Homestay Families
DEPARTMENT:	International Education
LOCATION:	Homestay Coordinators' Offices
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Active and past homestay families
INFORMATION MAINTAINED:	Name, gender, date of birth, address, drivers license number, maiden name, results of CR search
PURPOSE OF INFORMATION:	To check on criminal history as part of homestay selection process, and to ensure the safety and security of students
USER(S) OF INFORMATION:	Homestay Coordinators, Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Custodian Forms
DEPARTMENT:	International Education
LOCATION:	Office files (paper), True North Database
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students, parents and custodians
INFORMATION MAINTAINED:	Names, addresses, birthdates and citizenship for students, natural parents and custodians
PURPOSE OF INFORMATION:	Record of legal custodianship as required by IRCC
USER(S) OF INFORMATION:	ISP staff, School Staff and Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Field trip forms
DEPARTMENT:	International Education
LOCATION:	ISP Office (office files), CIMS online, First Class
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Field trip forms have various levels of permission. Name of student, homeroom, teacher/supervisor, dates, fees, transportation, equipment rentals, medical information, parent guardian/custodian contact information and approval
PURPOSE OF INFORMATION:	Permission from parents/guardians/ for students to attend/travel to events outside the school
USER(S) OF INFORMATION:	ISP Office staff, Administrators, Teachers, Homestay Coordinators, Multicultural Support Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Health Insurance Registration and Information
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	True North Database, Personal Files (accountant) O-drive
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Record of registration for private insurance and MSP (includes names, birthdates, country of origin, study permit information, passport information), MSP numbers and Private insurance numbers
<b>PURPOSE OF INFORMATION:</b>	To ensure that students have the proper health insurance coverage as stipulated in our participation agreement and by BC standards
<b>USER(S) OF INFORMATION:</b>	ISP Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Homestay files
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Homestay coordinator personal files, some information on True North Database
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Potential and actual homestay families
<b>INFORMATION MAINTAINED:</b>	Names, address, birthdates, criminal record checks, employment information, signed contracts, correspondence, notes from reference checks and home visits, coordinator observations, applications, contracts, student satisfaction surveys, incident reports, photographs
<b>PURPOSE OF INFORMATION:</b>	To ensure our agent recruiters are operating according to our standards and to facilitate communication and business relationships
<b>USER(S) OF INFORMATION:</b>	ISP Administrators, Homestay Coordinators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Incident Reports - Students
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Administrator Personal Files, True North Database (note that ISP staff have differing access to certain functions on this database)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, grade, date of birth, student number, school attending, data, incident type, reported by, summary of incident. Depending on the incident it may include police file #s, etc.
<b>PURPOSE OF INFORMATION:</b>	Record of student injuries/incidents both at school, in homestay and in community
<b>USER(S) OF INFORMATION:</b>	ISP Administrators

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	International Fees – Record of School fees and tuition, medical fees, homestay fees, custodian fees paid and owing
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	True North Database
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students, parents and agents
<b>INFORMATION MAINTAINED:</b>	May include name, gender, grade, student number, amount paid/owing
<b>PURPOSE OF INFORMATION:</b>	To record fees paid by students for tuition, homestay placement, homestay, medical insurance and custodial services
<b>USER(S) OF INFORMATION:</b>	ISP Office staff, Administrators, Homestay Coordinators, Multicultural Workers, Teacher Coordinators



**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	International Fees – Refund request forms
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Accountant Files
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students, parents and agents
<b>INFORMATION MAINTAINED:</b>	May include name, gender, grade, student number, address, personal banking information
<b>PURPOSE OF INFORMATION:</b>	To facilitate refunding of funds internationally when need arises
<b>USER(S) OF INFORMATION:</b>	ISP Accountant

**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Letters Various (Discipline and Suspension, Letters of Information, Warning Letters, Dismissal Letters)
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	ISP Office Files, True North Database, other electronic (computer, First Class)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, birthdate, description of incident and course of action
<b>PURPOSE OF INFORMATION:</b>	To have a record of interactions with staff and copies of various documentation and to track students' adherence with participation agreement
<b>USER(S) OF INFORMATION:</b>	Administrators, Multicultural Support Workers, School Staff, Counsellors

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

<b>TITLE:</b>	Lists – Various (electronic and hard copy)
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	ISP office (personal files), O drive, First Class, True North Database
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May contain: student name, grade, student number, PEN, passport number, study permit number, medical number (MSP and Private), contact information
<b>PURPOSE OF INFORMATION:</b>	Tracking system for attendance at meetings, course planning, post-secondary planning, field trip planning and a variety of administrative, organizational, logistical tasks and information tracking
<b>USER(S) OF INFORMATION:</b>	ISP administrators, Office Staff, Homestay Coordinators, Multicultural Support Staff, Teacher Coordinator, School based ISP International Coordinators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

<b>TITLE:</b>	Medical Information (Alerts)
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	True North Database, CIMS, Office Files (information disclosed on student application forms)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Medical diagnoses, information about medication and treatment
<b>PURPOSE OF INFORMATION:</b>	To support student health and well-being, share with schools and homestay for proper care of students.
<b>USER(S) OF INFORMATION:</b>	ISP Administrators, ISP Office Staff, Homestay Coordinators, Multicultural Support Staff, Teacher Coordinator, School Based Staff

**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Multicultural Workers' files
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Multicultural Workers' personal files
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Volunteers for driving, school events
<b>INFORMATION MAINTAINED:</b>	May contain students name, grade, student number, information about incidents, parental contact information, student contact information
<b>PURPOSE OF INFORMATION:</b>	To track and support student issues
<b>USER(S) OF INFORMATION:</b>	Multicultural Support Workers', ISP Administrators

**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Professional Growth Plans
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Administrator's office (personal files)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act 15 (l) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Administrators and teacher coordinators
<b>INFORMATION MAINTAINED:</b>	Teachers and administrators growth plans, year plans.
<b>PURPOSE OF INFORMATION:</b>	For professional development and review purposes.
<b>USER(S) OF INFORMATION:</b>	Director of ISP, Individuals who have created their growth plans.

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Provincial Exam List
DEPARTMENT:	International Education
LOCATION:	Administrators personal files (hard copy and electronic)
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students
INFORMATION MAINTAINED:	Student name, grade, PEN, student number, grades
PURPOSE OF INFORMATION:	To track student progress for promotion and graduation purposes
USER(S) OF INFORMATION:	ISP Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Records of Correspondence with Parents and Community Members
DEPARTMENT:	International Education
LOCATION:	First Class folders, Personal Files (electronic and hard copy)
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Parents, agents and community members
INFORMATION MAINTAINED:	Various communications on ISP and related topics
PURPOSE OF INFORMATION:	To maintain a record of communication with parents, agents and community members
USER(S) OF INFORMATION:	ISP Staff, Superintendents' Office where necessary



**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Registration Forms
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	ISP office (paper files), CIMS, True North Database, may be temporarily stored in First Class folder
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student legal and usual name, gender, date of birth, proof of age, address, grade, medical information, alerts, ELL, parent/guardian/emergency contact information, previous school information and reports, citizenship, passport number, student photo, year of graduation, parent/guardian signature
<b>PURPOSE OF INFORMATION:</b>	Information is entered in to CIMS for contact information, statistical information, emergency, custodial, medical, educational information to allow for accurate placement and care of the student
<b>USER(S) OF INFORMATION:</b>	ISP and School Office Staff, Administrators, Teachers

**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Report Cards
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	ISP office (paper files), CIMS, Administrator personal electronic files (computer), First Class folder
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, grade, address, custodian/guardian, homestay information, PEN, student number and academic record
<b>PURPOSE OF INFORMATION:</b>	To communicate information about students progress, work habits and attendance
<b>USER(S) OF INFORMATION:</b>	ISP and School Office Staff, Administrators, Teachers

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Staff Directory
DEPARTMENT:	International Education
LOCATION:	Website, lists on O drive, First Class folder
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act – <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	School District Staff, ISP staff
INFORMATION MAINTAINED:	Staff member name, location of work, telephone number, District email
PURPOSE OF INFORMATION:	Public access to contact District Staff
USER(S) OF INFORMATION:	District staff, Parents, Outside Agencies

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

TITLE:	Staff Emergency Travel Contact
DEPARTMENT:	International Education
LOCATION:	Binder in ISP Office
AUTHORITY FOR COLLECTION OF INFORMATION:	<input type="checkbox"/> School Act – <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	ISP Staff
INFORMATION MAINTAINED:	Emergency contact information, home phone number, emergency contacts, emergency medical information, passport copies
PURPOSE OF INFORMATION:	Contacting staff
USER(S) OF INFORMATION:	ISP Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Student Annual Permission Forms
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	CIMS online forms, Office Files
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Emergency Release Information Outside Media in Schools Personal Information Consent Form Walking Field Trip Google Apps for Education
<b>PURPOSE OF INFORMATION:</b>	Annual consent from parents for their child to use District Technology and participate in local field trips, included on registration form for ISP
<b>USER(S) OF INFORMATION:</b>	ISP Staff, School Staff, Administrators, Teachers

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Student Confidential Files
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	ISP Administrator personal files, True North Database (limited access)
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May include registration forms, grade, attendance, discipline, psychoeducational reports, assessments, referrals, permanent record cards (PR card), progress reports, student behaviours, outside agency reports
<b>PURPOSE OF INFORMATION:</b>	Provides information regarding the ongoing progress and support for students in ISP
<b>USER(S) OF INFORMATION:</b>	ISP Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

<b>TITLE:</b>	Student General/Registration File
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	ISP office files (paper). Older files kept in boxes in Tilbury Some parts of the general file are included on CIMS and/or in True North database.
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	May include registration forms, grade, attendance, discipline/warning letters, assessments, referral forms, progress reports, student behaviours, outside agency reports, birth certificate, suspension letters, passport copies, study permit copies, study permit applications, travel visas, field trip permission forms and waivers, medical records, parent/homestay/custodian and agency contact information, correspondence
<b>PURPOSE OF INFORMATION:</b>	Provides a repository and historical record of student
<b>USER(S) OF INFORMATION:</b>	ISP Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

INTERNATIONAL STUDENTS PROGRAMS

<b>TITLE:</b>	Student Travel Documents
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	Office files, True North Database, CIMS
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Includes copies of passports, study permits, travel visas
<b>PURPOSE OF INFORMATION:</b>	Proof of age and eligibility to travel to and study in Canada
<b>USER(S) OF INFORMATION:</b>	ISP Staff, School Office Staff



**PERSONAL INFORMATION BANK**  
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**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Support Staff Evaluations
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	School Board Office Personnel file, Administrator's office file
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act – Section 15 (1) <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Support Staff
<b>INFORMATION MAINTAINED:</b>	Name, job title, job description, evaluation at time of assessment
<b>PURPOSE OF INFORMATION:</b>	To assess staff ability and effectiveness in position
<b>USER(S) OF INFORMATION:</b>	Administrators, respective Staff Member, Human Resources

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**INTERNATIONAL STUDENTS PROGRAMS**

<b>TITLE:</b>	Teacher Coordinator Evaluations
<b>DEPARTMENT:</b>	International Education
<b>LOCATION:</b>	School Board Office Personnel files, Administrator's Office file
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Teachers who have been evaluated
<b>INFORMATION MAINTAINED:</b>	Evaluation of teacher coordinator competencies
<b>PURPOSE OF INFORMATION:</b>	Record of evaluation of teachers' work performance
<b>USER(S) OF INFORMATION:</b>	Administrator, Human Resources, Superintendent and respective Teacher

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

TITLE:	Bus Routes and Schedules
DEPARTMENT:	Learning Services – Inclusive Learning
LOCATION:	Delta Manor Education Centre
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students eligible for bus service
INFORMATION MAINTAINED:	Name, ender, PEN, date of birth, school attending, address, parent/guardian contact information, pick up and drop off schedule, route/bus number, health concerns
PURPOSE OF INFORMATION:	Facilitate transportation routing and scheduling
USER(S) OF INFORMATION:	Learning Services Staff, Bus Driver, Transportation Assistant, School Office

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

TITLE:	Career Programs – Career Prep Work Experience
DEPARTMENT:	Career Programs, Secondary Schools
LOCATION:	Learning Services – Career Programs Department, Delta Manor Education Centre SSDAS (Student, School and District Administration System, Willcock Systems Secure Server)
AUTHORITY FOR COLLECTION OF INFORMATION:	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
INDIVIDUALS IN BANK:	Students in Grade 11 & 12 who enroll in Work Experience
INFORMATION MAINTAINED:	Information is housed in the SSDAS, school, name, Student, PEN ID#, gender, address, home phone, birthdate, grade, parent/guardian name
PURPOSE OF INFORMATION:	To track students in Work Experience placements and to generate Ministry of Education required WorkPlace Agreements (contracts)
USER(S) OF INFORMATION:	Career Prep Teachers, District Career Programs Staff

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS**

<b>TITLE:</b>	Compass Card Passes
<b>DEPARTMENT:</b>	Learning Services – Inclusive Learning
<b>LOCATION:</b>	Delta Manor Education Centre
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have been provided with a Compass Card paid for by the School District
<b>INFORMATION MAINTAINED:</b>	Student Name, School attending
<b>PURPOSE OF INFORMATION:</b>	To track bus pass purchases
<b>USER(S) OF INFORMATION:</b>	Director of Inclusive Learning, Coordinators, District Principals

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS**

<b>TITLE:</b>	General Interest Courses Registration
<b>DEPARTMENT:</b>	Learning Services – Continuing Education
<b>LOCATION:</b>	Delta Manor Education Centre
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students registered for general interest courses
<b>INFORMATION MAINTAINED:</b>	Student name, gender, contact information, attendance, grades, course history
<b>PURPOSE OF INFORMATION:</b>	Repository of information for student registration and enrollment, marks, program administration. To generate reports for various uses
<b>USER(S) OF INFORMATION:</b>	Continuing Education Staff

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

<b>TITLE:</b>	School Bus Behaviour Reports/Log
<b>DEPARTMENT:</b>	Learning Services – Inclusive Learning Schools
<b>LOCATION:</b>	Delta Manor Education Centre and Schools
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have received a behaviour report from the bus driver
<b>INFORMATION MAINTAINED:</b>	Name, date and time, school attending, bus driver name and driver's comments
<b>PURPOSE OF INFORMATION:</b>	To record and report unsafe behaviour during transportation of students to and from schools
<b>USER(S) OF INFORMATION:</b>	Bus drivers, Learning Services, Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

<b>TITLE:</b>	Student Safety Plans
<b>DEPARTMENT:</b>	Learning Services – Inclusive Learning
<b>LOCATION:</b>	Delta Manor Education Centre
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have had a safety plan developed by their school team
<b>INFORMATION MAINTAINED:</b>	Safety Plan
<b>PURPOSE OF INFORMATION:</b>	To ensure that policies and procedures regarding student safety have been followed
<b>USER(S) OF INFORMATION:</b>	Director of Inclusive Learning, Coordinators, District Principals



PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

<b>TITLE:</b>	Student Threat Assessments
<b>DEPARTMENT:</b>	Learning Services – Inclusive Learning
<b>LOCATION:</b>	Delta Manor Education Centre
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have had a threat assessment completed
<b>INFORMATION MAINTAINED:</b>	Student name, school, date, threat assessment team members, assessment
<b>PURPOSE OF INFORMATION:</b>	To ensure that policies and procedures regarding student safety have been followed
<b>USER(S) OF INFORMATION:</b>	Director of Inclusive Learning, Coordinators, District Principals

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

<b>TITLE:</b>	Suicide Risk Assessments
<b>DEPARTMENT:</b>	Learning Services – Inclusive Learning
<b>LOCATION:</b>	Delta Manor Education Centre
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students who have been screened for suicide risk (K-12)
<b>INFORMATION MAINTAINED:</b>	Suicide Risk Assessment screener documents
<b>PURPOSE OF INFORMATION:</b>	To ensure that policy and procedures regarding student safety have been followed
<b>USER(S) OF INFORMATION:</b>	Director of Inclusive Learning, Coordinators, District Principals

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

LEARNING SERVICES – INCLUSIVE LEARNING | CONTINUING EDUCATION | CAREER PROGRAMS

<b>TITLE:</b>	Trades – Train in Trades, Work in Trades, Dual Credit
<b>DEPARTMENT:</b>	Secondary Schools – Counsellors' offices, Dual Credit Management System
<b>LOCATION:</b>	Learning Services – Career Programs Department, Delta Manor Education Centre Dual Credit Management System
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act c. 165 Section 26 (c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students participating in trades/dual credit programs
<b>INFORMATION MAINTAINED:</b>	Information is housed in the Dual Credit Management System, name, date of birth, gender, graduation year, address, email, phone number, parent/guardian contact information, program name, ITA designation number is registered as an apprentice
<b>PURPOSE OF INFORMATION:</b>	To track students in programs For reporting purposes to the Industry Training Authority for reimbursement
<b>USER(S) OF INFORMATION:</b>	Career Program Office staff, Career Prep Counsellors, Teachers, Administrators

PERSONAL INFORMATION BANK  
School District No 37 (Delta)

SUPERINTENDENT'S OFFICE

<b>TITLE:</b>	Students Suspensions
<b>DEPARTMENT:</b>	Superintendent's Office
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students
<b>INFORMATION MAINTAINED:</b>	Student name, date of birth, parent(s) name and home address, name of school in attendance, reason for suspension and suspension dates
<b>PURPOSE OF INFORMATION:</b>	The Assistant Superintendent is informed of all student suspensions and signs off on the suspension letter. Letters are filed in student file maintained in Superintendent's Office and culled 3 years after the student reaches the age of 19 years
<b>USER(S) OF INFORMATION:</b>	Assistant Superintendent, Superintendent, Executive Assistant

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**SUPERINTENDENT'S OFFICE**

<b>TITLE:</b>	Students of non-Canadian resident families
<b>DEPARTMENT:</b>	Superintendent's Office
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input checked="" type="checkbox"/> School Act – Section 79 <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Students attending school whose families are on a work permit or living in Point Roberts
<b>INFORMATION MAINTAINED:</b>	Student name, date of birth, address, birth certificate and/or passport documents, study/visitor visa. Parent name, address, passport and work/study permit document, employment/school information. Permanent Resident card information once received.
<b>PURPOSE OF INFORMATION:</b>	To determine eligibility of students to attend school and if fees are assessed. Follow up required upon expiration of permits. Permanent Resident status allows for closure of file.
<b>USER(S) OF INFORMATION:</b>	Executive Assistant - Superintendent's Office.

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**SUPERINTENDENT'S OFFICE**

<b>TITLE:</b>	Trustees – Board of Education
<b>DEPARTMENT:</b>	Superintendent's Office
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act
<b>INDIVIDUALS IN BANK:</b>	Current Trustees
<b>INFORMATION MAINTAINED:</b>	Trustee name, address, phone number and work number (if applicable), committees and liaison schools Public list only includes name, phone number and district email address
<b>PURPOSE OF INFORMATION:</b>	Contact information for Board of Education
<b>USER(S) OF INFORMATION:</b>	Confidential list – Superintendent's Office, Secretary Treasurer's Office

**PERSONAL INFORMATION BANK**  
**School District No 37 (Delta)**

**SUPERINTENDENT'S OFFICE**

<b>TITLE:</b>	Trustees – Financial Disclosure
<b>DEPARTMENT:</b>	Superintendent's Office
<b>LOCATION:</b>	School Board Office
<b>AUTHORITY FOR COLLECTION OF INFORMATION:</b>	<input type="checkbox"/> School Act <input checked="" type="checkbox"/> Freedom of Information and Protection of Privacy Act – c.165 Section 26(c) <input type="checkbox"/> Employment Standards Act <input checked="" type="checkbox"/> Financial Disclosure Act RSBC 1996 Chapter 139
<b>INDIVIDUALS IN BANK:</b>	Individuals accepting nomination for election as school trustee
<b>INFORMATION MAINTAINED:</b>	Name, address, assets, liabilities, income, real property, corporate asset, signature
<b>PURPOSE OF INFORMATION:</b>	Persons accepting nomination for election as school trustee must make a written disclosure and file it with their nomination papers Elected school trustees must file a financial disclosure annually
<b>USER(S) OF INFORMATION:</b>	School Board Office Available for public inspection