

Directory of Personal Information Banks

School District No. 44 (North Vancouver)

September 2018

The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of School District No. 44 and to assist the public in identifying the location of personal information about them held by the School District. It is produced and maintained by the Secretary Treasurer.

For more information please contact: secretarytreasurer@sd44.ca.

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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Access Card Usage

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, user number, security code.

Individuals:

Staff, Contractors

Use:

Adding / removing access to building sites.

Users:

Maintenance employees and school based staff that require access to buildings.

Legal Authority:

The Freedom of Information and Privacy Protection Act.

Accounts Payable

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, address, phone number of individuals and companies that the School District owes money.

Individuals:

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

Use:

To ensure that accounts payable records are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.

Users:

School District office, auditors and school based staff that require access to perform their job.

Legal Authority:

The School Act and the Financial Act.

Accounts Receivable

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, address, phone number of individuals and companies that the School District is to receive money from.

Individuals:

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

Use:

To ensure that accounts payable records are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.

Users:

School District office, auditors and school based staff that require access to perform their job.

Legal Authority:

The *School Act* and the *Financial Act*.

Administration of Student Medication Log

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

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

Individuals:

Students within the School District.

Use:

To ensure proper protocols are followed in the administration of medication.

Users:

School District office and school based staff that require access to perform their job.

Legal Authority:

The *School Act*.

Assessment Tests / Results

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, PEN Number, Any information that relates to the assessment including, but not limited to, Designation, Medical history.

Individuals:

Students within the School District.

Use:

To record accurate results for any assessments or tests that have been administered to students.

Users:

School District office and school based staff that require access to perform their job.

Legal Authority:

The School Act.

Athlete Registration for BC School Sports

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, PEN, Phone Number, Address, School Name.

Individuals:

Students within the School District.

Use:

To provide accurate information for registration of students into the BC School Sports athletic contests.

Users:

BC School Sports, School District Staff who sponsor or coach athletes.

Legal Authority:

The School Act and the Freedom of Information and Privacy Protection Act.

Location:

Canadian Secure Data Facilities, School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

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

Individuals:

Staff, parents and students within the School District.

Use:

Enable School District staff to contact students, their families and staff in the event of an emergency or announcement in a streamline process. To enable an accurate upload to the attendance autodialer for secondary schools to notify parents of unexcused absences.

Users:

School District office staff, School based office staff, Administrators that require access to perform their job.

Legal Authority:

The *School Act*.

Baragar Database

Location:

Canadian Secure Data Facilities, School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, PEN, Pupil Number, Grade, Address, Phone Number.

Individuals:

Students within the School District.

Use:

Enable Baragar to give accurate data to the school district for predicting enrollment for future years by school and presenting catchment area data for the school district.

Users:

School District Management.

Legal Authority:

The *School Act* and the *Freedom of Information and Privacy Protection Act*.

Bequests and Donations

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

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

Individuals:

Individual and/or corporate donors.

Use:

To ensure that records of Bequests and Donation are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.

Users:

District office, auditors and school based staff that require access to perform their job.

Legal Authority:

The *Freedom of Information and Privacy Protection Act*.

Board of Education

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and public website.

Information:

Name, address, phone number (work and home), and position within the board, financial disclosure act, photos.

Individuals:

Seven elected Trustees on the Board of Education for the School District.

Use:

Contact list utilized by School District office staff and members of the community.

Users:

School District office staff as required to keep the Board of Education informed regarding issues surrounding the School District.

Legal Authority:

The *School Act*.

Bookings Database

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Organization, Email, Phone Number, Insurance Information.

Individuals:

Individuals or Organizations using North Vancouver School District Facilities.

Use:

Booking the use of School District facilities to outside organizations and individuals and to keep accurate records of user groups.

Users:

District office staff, School based office staff, Administrators.

Legal Authority:

The Freedom of Information and Protection of Privacy Act.

Class Attendance Sheets

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Pupil Number, Grade.

Individuals:

Students within the School District.

Use:

To ensure attendance is accurate.

Users:

District office staff, School based office staff, Administrators.

Legal Authority:

The School Act.

Contracts and Agreements – Successful Bidders

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Records relating to tender documentation received from successful bidders. Includes correspondence, tender packages, reviews with vendor as to reasons for bid approval and respective contracts.

Individuals:

Successful bidders with respect to contract work with the School district.

Use:

Documentation involving accountability with the tendering and contract process.

Users:

School District office staff.

Legal Authority:

The Freedom of Information and Protection of Privacy Act.

Contracts and Agreements – Unsuccessful Bidders

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

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

Individuals:

Unsuccessful bidders with respect to contract work with the School district.

Use:

Documentation involving accountability with the tendering and contract process.

Users:

School District office staff.

Legal Authority:

The Freedom of Information and Protection of Privacy Act.

Criminal Record Check Forms

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Address, Summarization of Criminal Record Check.

Individuals:

School District Employees and Volunteers.

Use:

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

Users:

School Based Staff, District Office Staff.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act* and the *Criminal Records Review Act*.

District Web Portal

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Homeroom, Address, Email, School Name, Phone Number, Pupil Number.

Individuals:

Students, Staff, Parents within the School District.

Use:

Enable the use of FreshGrade within schools as a form of reporting to parents.

Users:

Students, Staff, Parents within the School District.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Drivers Abstracts

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Address, Height, Weight, Eye Color, Hair Color, Driver's License No. and Class, DOB, Driving Violations, Driving Prohibitions or Suspensions, Original Date of Issue of License and Expiry Date.

Individuals:

Volunteer Drivers, School District Employees who drive as part of their employment.

Use:

To record Driving records for all parent volunteers who drive students and school district employees that drive as part of their employment and ensure that they pass the requirements for their respective driving tasks.

Users:

School Based Staff, District Office Staff.

Legal Authority:

The Freedom of Information and Protection of Privacy Act.

Employee Files

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Information pertaining to employment of certified and professional district staff. Includes name, address, birth date, gender, phone number, social insurance number, certification number, certification information, verification of salary and experience, citizenship, marital status, educational and employment history, employment commencement date, resume and application for employment, performance appraisals, letters of reference/recommendation, staff development and training information, appointment records, pay and benefits information, attendance records, workers compensation information, employee assistance, health and life insurance records, job classification/assignment, discipline information, and other personal data related to employment.

Individuals:

School district employees.

Use:

Record the employee's work history and payroll/benefit transactions.

Users:

Designated management, supervisory, personnel/human resources staff and payroll staff.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Employee Grievances

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, Position, Supervisor, information related to the grievance.

Individuals:

Staff within the School District.

Use:

Record grievances between the School District and Unionized Employee Groups.

Users:

School District Management.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Employee Records (Active and Former)

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Any pertinent information kept on file at their location of work.

Individuals:

Staff within the School District.

Use:

To keep records of information pertinent to staff within the worksite.

Users:

School District Management.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Expense Claims

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Any information and documentation regarding expense claims applicable to ones work within the School District. Including name, date, position and location in the School District and the receipts/details of the claim.

Individuals:

All staff submitting expense claims.

Use:

To process expense claims and to track and maintain clear and accurate records for audit purposes.

Users:

District office, auditors and school based accounts payable staff, claimants and supervisors of claimants.

Legal Authority:

The *School Act*.

First Nations Student Records

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

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

Individuals:

Aboriginal Students within the School District.

Use:

To accurately record information for students identified as First Nations to support the Aboriginal Education Department in implementing programming.

Users:

Staff and Aboriginal Success Teachers within the School District.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

Freedom of Information and Protection of Privacy Requests

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, address, telephone number, description of information being requested or corrected, correspondence, copies of requested records.

Individuals:

Individuals submitting request under the Act.

Use:

Maintain a record of all request, compile statistics.

Users:

Freedom of Information and Protection of Privacy Officer.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

HelpDesk Tracking System

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

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

Individuals:

School District Employees.

Use:

To accurately track and record tech issues within the school district through a universal software program where clients can submit issues directly to the Technology Office.

Users:

School District Information, Communication and Technology Staff

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Human Resources System

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

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

Individuals:

School District Employees.

Use:

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

Users:

Human Resources Staff, department supervisors, human rights officers, auditors.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

International Education Students – Applications

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

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

Individuals:

International Students applying to attend School District No. 44 (North Vancouver)

Use:

To record all international student applications made to the school district.

Users:

School Board Office Staff, Elementary and Secondary School Office Staff and Management.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Job Competition

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, address, home and alternate phone number, application form, resume, job advertisement, screening techniques and tools, results of the screening and evaluation results, and appointment of the successful candidate.

Individuals:

Applicants for school system positions.

Use:

To document the hiring process and provide statistical data.

Users:

The School District office staff that require access to perform their duties in addition to human rights authorities and appropriate administrators.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

KEV - Accounting Software

Location:

Canadian Secure Data Facility, School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Any pertinent information for the distribution of funds or the collecting of funds through the Accounting department of each site including, but not limited to, name, address, phone number, invoice number, cheque number, reason for expense or revenue.

Individuals:

Any individual for which a receipt for money collected or a cheque for money distribution has been issued including, but not limited to, students, staff, parents, companies, community members.

Use:

To keep accurate records for all monies collected and all monies dispersed according to internal audit procedures and accounting regulations.

Users:

School and District Department Based Office Staff.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Legal Matters – Litigation

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Records relating to court cases, suits or other litigation by or against the board and its schools or staff. May include disputes with associations, contract concerns etc.

Individuals:

Individuals, groups, businesses involved in legal dispute with the school district.

Use:

To ensure that records of litigation are maintained accurately and consistent with those requirements identified by the District's legal counsel.

Users:

School system administrators, auditors, legal counsel.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Library Database

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

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

Individuals:

Students, Staff, Parents.

Use:

Keep accurate student information in DESTINY and to record student use of library resources.

Users:

School District Office Staff, Secondary and Elementary Library Staff.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

Mailing Lists

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, address, telephone and fax numbers, may contain position/classification and place of employment.

Individuals:

Individuals receiving correspondence, information or publications.

Use:

Mail information or publications to interested individuals.

Users:

Interested community members.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Maintenance Request Database

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and Maintenance Department.

Information:

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

Individuals:

School District Employees.

Use:

To accurately track and record maintenance issues within the school district through a universal software program where clients can submit issues directly to the Maintenance Department.

Users:

Maintenance Staff, District Office Staff, Administrators.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Nominal Role

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

School name, address and identifiers, student's home district number, band number, family number, child's position within the family (e.g. 3rd, 4th), student's name, date of birth, status, gender, grade, residence code, accommodation code, district of financial responsibility, transportation information, special education code, extent, percentage of day, band of financial responsibility, band of residence, and reserve of residence.

Individuals:

Native students residing on a government reserve.

Use:

Acquire funding from federal government through tuition agreement.

Users:

Accounting staff, senior administration, auditors.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Office 365

Location:

Toronto, Quebec City - Secure data facilities, School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, email.

Individuals:

Staff and students within the North Vancouver School District.

Use:

Communicating to staff and students.

Users:

Staff and students.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Request for Official Transcript

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, DOB, PEN Number.

Individuals:

Students - Past and Current.

Use:

To provide accurate transcript information upon request.

Users:

School Board Office Staff.

Legal Authority:

The *School Act*.

Scholarships and Awards

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, address, and school of individual students awarded various scholarships and awards. Name, address and phone number of contact individuals for respective awards and scholarships.

Individuals:

Scholarship/award recipients and those offering the scholarship/awards.

Use:

Facilitate the awarding of scholarships and awards within the School District.

Users:

School District administration.

Legal Authority:

The Freedom of Information and Protection of Privacy Act.

School Servers

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, any personal information that students or staff have stored on the servers performing the tasks of their regular activities and duties.

Individuals:

Students and School District Staff.

Use:

To back up documents that are created during the school day by students and staff.

Users:

School District Staff and Students.

Legal Authority:

The School Act and the Freedom of Information and Protection of Privacy Act.

Seniority Lists

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Position, School or Department, Seniority Date.

Individuals:

Staff within the School District.

Use:

Information provided to staff as outlined by collective agreements.

Users:

School District Staff.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

Special Education Records Database

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

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

Individuals:

Students requiring special education programming within the district.

Use:

To provide clear and concise program direction to educational staff for special education students.

Users:

District Staff that require access to perform their duties.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

Staff Directory

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Employee's name, position or job title, school or office in which they work including name, phone number and fax number.

Individuals:

All employees within the school district *both past and present.

Use:

To provide administrators and head secretaries with contact information.

Users:

School administrators, head secretaries, and central office administrators.

Legal Authority:

The School Act and the Freedom of Information and Protection of Privacy Act.

Student Database (electronic)

Location:

Kelowna and Regina, BC - MyEducation Secure Database Facility, School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Student given names and legal names, gender, parent names, addresses and home and business contact numbers, email addresses if applicable, student birth date, grade, local and Alberta Education Identification number, registration and exit dates, custody information, verification of Vital Statistics Document, medic alert notice, personal health number, doctor name and contact number, attendance information, last school/jurisdiction attended, school code, resident board, student authority date, student protection code, enrolment type, registration type, grants program codes, and, for native students living on the reserve, information re: district number, band number and family number.

Individuals:

All students within the School District.

Use:

Provide educational policy makers and administrators – at all levels of school, district and government – with accurate information for planning decision-making, evaluation of programs and the payment of grants and entitlements.

Users:

School District staff for whom access is necessary in the performance of their duties.

Legal Authority:

The *School Act*.

Student Confidential File

Location:

Maintained at the school where the student attends.

Information:

Information of a highly sensitive nature, including: (a) notes and observation which are prepared for the exclusive use of a teacher or principal and are not used in program placement decisions; (b) any information relating to a report or an investigation under the Child Welfare Act; and (c) information of a sensitive nature, the disclosure of which, in the opinion of the school/Board, would clearly be injurious to the student unless, in the opinion of the school/Board, the release of the information would be in the public interest or is necessary to ensure the safety of students and staff.

Individuals:

Students with information as described above.

Use:

To fulfil the systems obligation to provide an appropriate education program to students.

Users:

School District employees on a need to know basis.

Legal Authority:

The *School Act*.

Student Record File

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Records relating to all information that is “required” to be kept under the School Act and the Student Records Regulation including student attendance, student report cards, standardized and achievement test scores, birth date, names of parents, student’s address and phone number, citizenship information, names of schools attended in BC and dates of enrolment. Also includes records relating to suspensions and expulsions. May include any health information the parent or student provides, custody orders, notation of eligibility for French language schooling and an indication of whether the parent wishes to exercise that right, formal education plan and/or I.P.P., etc. Optional information may be collected by the board such as a copy of the birth certificate or another official document acceptable to the board for students born outside Canada, copies of students awards, etc. A list of people accessing the record and parent/teacher conference information may also be kept. Any permission forms associated with the student.

Individuals:

All current students, as well as students who have left the system until a written request is received to forward the record to another school, or for a period of seven years has past since the student ceased to be a student within the school system (age 26 maximum retention).

Use:

To fulfil the systems obligation to provide an appropriate education program to students.

Users:

School system employees on a need to know basis.

Legal Authority:

The *School Act* and *Student Record Regulation*.

Student Council Database – District Student Leadership Team

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, address, phone number, list of the administrative positions including president, vice president, treasurer and secretary of council.

Individuals:

All district school council members.

Use:

To act as an advisory committee for the district. Representation from each school council.

Users:

School District staff who require access to this information to perform their duties.

Legal Authority:
The *School Act*.

Student Incident Reports

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Any personal information that pertains to the incident.

Individuals:

Students, Any individual involved in the incident.

Use:

To record student incidents that occur during the school day.

Users:

School District staff and Ministry staff.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

Student Record System (Moodle site for Distributed Learning)

Location:

North Vancouver Distributed Learning School.

Information:

Registration and Contact information.

Individuals:

Students within the NVDLS.

Use:

Distributed Learning Platform.

Users:

North Vancouver Distributed Learning School Teachers.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

Teacher Computer Database

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

Name, Assigned Device ID, School, Position.

Individuals:

Teaching Staff assigned a District Computer.

Use:

To record accurately which device has been assigned to which teaching staff.

Users:

District Technology Staff.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.

Unsolicited / Solicited Applications

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6.

Information:

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

Individuals:

Applicants for school system positions.

Use:

Document the hiring process and provide statistical data.

Users:

Legal Authority:

Violent Incident Reports

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, Any personal information that pertains to the incident.

Individuals:

Staff, Any individual involved in the incident.

Use:

To record violent incidents against staff accurately.

Users:

Human Resources Staff, District and Site Health and Safety Committees, Union Presidents associated with staff member identified.

Legal Authority:

The *School Act* and the *Freedom of Information and Protection of Privacy Act*.

WCB Records

Location:

School District No. 44 (North Vancouver), Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, V7M 2K6 and respective schools within the School District.

Information:

Name, DOB, Personal Health Number, SIN, Address, Phone Number, Occupation, Gender, Health Information.

Individuals:

School District Employees.

Use:

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

Users:

School District Staff.

Legal Authority:

The *Freedom of Information and Protection of Privacy Act*.
