

Mission Public School District - Personal Information Banks

Title	Department	Location	Individuals in Bank	Information Maintained	Purpose	Users	Authority for Collection
License to Occupy Agreements	Administration	District Office	Business Operators	Name, address, subject and content of communication and signed agreements(s)	To enter into a legal agreement with business operator and to create a record of rental history.	Secretary Treasurer and clerical staff	<i>School Act Section 86</i>
MyEducationBC - Student Information System	Administration	District Office	Students	Student demographic information, parent/guardian contact information; medical information; legal alert information; Special Education Category; Aboriginal Ancestry; Program information (i.e.. ELL, Aboriginal, Core French, French Immersion); Transcript records (i.e.. final marks for every subject taken); current courses and teachers	For the purpose of creating a database for students enrolled in this school district.	Used district wide by clerical, principals, teachers	<i>School Act Section 79 (3)</i>
Request for Information	Administration	District Office	Public and employees	Names of applicant, contact information, subject and content of communication	To document the processing and disposition of requests for information.	Privacy Officer and Privacy Coordinators, Superintendent, Secretary Treasurer, Executive Assistant	<i>Freedom of Information and Protections of Privacy Act Section 26 (a)</i>
Trustee - General	Administration	District Office	Trustees	General correspondence and travel expense claims.	To provide supporting information to Trustees and Accounting Clerks	Trustees and Finance	<i>School Act Section 39, Section 15 (1)</i>
Trustee Files	Administration	District Office	Trustees	Financial Disclosures, Oath of Office, Name, address, details of ownership of shares in corporations and ownership of land.	To meet the requirements of the Financial Disclosure Act	Public body and the Ministry of Education	<i>Financial Disclosure Act Section 2 and School Act Section 50</i>
Confidential Directory: Mgmt, Principals, Exempt	Administration	District Office - Administration. All Exempt / Principal offices, all sites.	Staff	Name, title, school/ location, work or personal cell phone number, and school phone number.	To contact personnel	Staff	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Student Location Requests	Administration (Curriculum)	District Office	Students	Name, DOB, attending school, address and phone number	To conduct an interview with a student in the school re: family concerns	Ministry of Children and Family and Xyolhemeylh	<i>School Act 79 (2)</i>
Cross Boundary Requests and Database	Administration (Curriculum)	District Office	Students	Name, address, catchment school, attending school, requested school, administrators decision, appeal decision	Information that is required to facilitate a cross boundary request or appeal	Superintendent and Assistant Superintendent's Department Staff	<i>School Act Section 103 (2)</i>
Student Records Requests	Administration (Curriculum)	District Office	Students	Name, address, G4 file, DOB, PR cards, request from third party	To fulfill third party request	Former student's and clerical staff.	<i>Freedom of Information and Protections of Privacy Act Section 5</i>
District Archives	District Archives	District Office	Former students and employees	Various items: student files, counseling files, psychologist files, school registers, worksafe files and human resources files	Files that may be required for future reference or permanent retention.	Supervisors or clerical staff	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Class Registers/ Attendance Sheets	Education	All School sites - School Office/ Classrooms	Students	Name, division #, and attendance information	To record absences and lateness	Teachers, secretaries, and parents / Guardians	<i>School Act 7 (a)</i>
Counsellor Files	Education	Various sites, schools	All students referred for service by school or external source	Intake assessment, ongoing progress, intervention programs, case conference notes, school letters termination report, personal views, other views, student name, address, phone number, marital status, family status, mental disabilities	To document service and provide information for recommendations regarding counselling and educational placement	Principal, Director of Student Services, Teacher, and School Counsellor	<i>School Act Section 79, Ministerial Order M60/94</i>
Permanent Student Record	Education	Mission Secondary, Hatzic Middle, Heritage Park Middle, Riverside College, and all other schools will have some PR cards.	Students who attended SD 75.	Name, DOB, address, parents/ guardians, attendee grade, place of birth, phone #, schools attended, course grades, marks obtained, other information as required by the Ministry of Education guidelines.	To retain a permanent student record as required by the ministry.	Former student's and clerical staff.	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>

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Student Files	Education	All school sites and MyEd	Students	Copies of registration, report cards, medical forms, correspondence, hearing/vision testing, behavior reports, IEP team meeting notes, IEP's all other documentation of significant education items of students	Student registration and to create a central school record of student information	Principals, teachers, clerical staff, EAs, Counselors	<i>School Act Section 3, 13, 79, Ministerial Order M638/95</i>
Student Incident Report	Education	All school sites - School Office	Students	Name, phone #, DOB, age, grade, date of incident, school phone #, person reporting incident, witness name, and incident details	To record incident details and information	Teachers, Principals, Assistant Superintendent and Superintendent	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Transcript of Grades	Education	Middle and Secondary School Offices	Students	Copy of transcript issued by the Ministry, student name, DOB, PEN, course information for grades 11 and 12, and final grade letter.	Permanent record for school district use and for future use if requested by the student.	Students	<i>School Act Section 79 (3)</i>
User Agreement Forms	Education	All school sites	Students	Student name, grade, and parent/ guardian name and signature	To obtain permission for the use of education resources for students enrolled in the school district.	Students	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Verification Forms	Education	All school sites	Any individual who can act as an emergency contact	Emergency contact name, phone number, relationship to student, and permission to pickup student.	To have contact information for at least one emergency contact for students, in case of an emergency.	Students	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Volunteer Drivers	Education	District Office, Human Resources; all Schools, School Office	Students and Parents	School, driver's name, driver License number, Vehicle make, model, and year	For the application for use of a private vehicle for volunteer drivers	Administration, teachers, and Human Resources Coordinator	<i>School Act 7.1</i>
Student Suspension Records	Education	District Office - Administration	Students	Student name, contact information, parent name, school, report, and special notes or documentation related to suspension file	For the purpose of tracking suspensions, appeals, and reporting to the Board.	Superintendent and Assistant Superintendent	<i>School Act Section 6 (1)(a)(b)</i>
Principal's Personnel Files	Employee Records/ Education Records	School Office	Teachers and support staff	Communications with the individual - letters, memos, notes, observation sheets, evaluation reports, course outlines, previews, overviews, class letters home etc., personal information on staff	Employment history	Principals	<i>School Act Section 15 and 20</i>
Personnel files	Facilities	Facilities office	Employees	Timesheets, leave forms, probationary period notes and reports, and meeting notes	Working file to enable supervisors to administer their area of responsibility	Director of Facilities	<i>School Act Section 15 and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Accounts Payable - Employee Files	Finance	District Office	Employees	Name, Address, phone number, email address, Banking information	To issue payment for expenses and refunds	Accounts Payable Staff	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Accounts Payable - International Files	Finance	District Office	Parents of International Students	Name, Address, phone number, email address, Banking information	Purpose of paying out invoices, expenses and refunds	Accounts Payable Staff	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Accounts Payable - Student Files	Finance	District Office	Students	Student name, address, phone number, SIN,	For the purpose of issuing scholarships	Accounts Payable Clerk	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Accounts Payable - Vendor Files	Finance	District Office	Vendors	Name, Address, phone number, email address, Banking information	Purpose of paying out invoices, expenses and refunds	Accounts Payable Staff	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Confidential Phone Numbers - Master List	Finance	Purchasing Department	All district employees	Name and phone number	To maintain a record of devices and phone numbers issued to employees	Purchasing Manager	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Employee Benefit Program Records	Finance	District Office	Employees	Name, address, gender, SIN, group #, dependents, DOB, amount coverage, medical info, short/ long term disabilities, status, earnings, dates of hire/ retirement, employment history.	Current benefit records for employees and dependents for payouts	Payroll Department Staff	<i>School Act Section 15 (1)</i>

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Hard copy Payroll Files	Finance	District Office	Current and former Teachers, Admin. Officers, Exempt Staff, CUPE Support Staff	Employee data such as tax exemption, contracts (if applicable), transfers, records of U.I., leave, credit references, garnishee orders if applicable, pay rates, demographics	Salary administration	Payroll Department Staff	<i>School Act Section 15</i>
Power School - Employee Database	Finance	Cloud based - Payroll software	Employees	Name, address, gender, SIN, DOB, employment history, union/ group membership info, hours of work, cost code, pay category, cost code, pay category/ rate, banking information, benefit participation rates, leave/ vacation information.	For the purpose of wage and salary payment, payroll deductions and external (T-4) and internal payroll reports	Payroll Department Staff	<i>School Act Section 15 (1)</i>
School Cash program	Finance	Cloud based - school cash accounting system	Students and Parents	Username, password, student name, student ID, parent banking information, email address and status of payment.	Parent online payment system to remove cash from schools	Secretaries and accounting clerk	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Payroll Personnel files	Finance Department	District Office	All past and present district employees	Name, DOB, SIN, address, banking information, benefit enrolment forms.	For the purpose of paying employees, creating pension plan, and paying fees and dues to the government and union organizations.	Payroll Department Staff	<i>School Act Section 15 (1) and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Atrieve Software System	Human Resources	Cloud based - human resources information system	Employees	Employee name, employee number, assignment information, hire date, birth date, SIN#, emergency contact information, address, gender, employment history, union/ group membership info, hours of work, cost code, pay category, pay rate, vacation and sick leave entitlement / use, absence tracking information	managing employee hiring, assignments, placement, absences, dispatching, replacements, linking to payroll system, and terminations.	Human Resources Employees	<i>School Act Section 15 (1)</i>
Criminal Record Checks	Human Resources	District Office	Volunteers	Volunteer first and last name, address and contact information, and criminal record check	To ensure that volunteers meet Board of Education policy requirements		
Employee Investigation Files	Human Resources	District Office	Employees undergoing an investigation	Documentation regarding investigation of allegations of unprofessional conduct - will include the individuals name, address, position and details of alleged incident(s).	To provide the Board with information	Superintendent, Senior Staff, Board of School Trustees, Legal Counsel, Ministry Insurance Program	<i>School Act Section 15</i>
Grievances & Arbitrations	Human Resources	District Office	Employees involved with labour relations issues	Name, DOB, address, employment history, details of the grievances and arbitrations pertaining to bargaining unit or exempt staff	For the purpose of investigations, grievances and arbitrations	Human Resources Director, Senior Management	<i>School Act Section 15</i>
Personnel files	Human Resources	District Office	Exempt Employees	Name, DOB, address, SIN, Criminal Record Check, Employment history, transcripts, discipline or corrective action taken, terms of employment, Resumes, job application	For the purpose of maintaining information about employees employed in the organization, to meet statutory employment obligations.	Human Resources Director, Senior Management	<i>School Act Section 15 (1) and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Personnel files	Human Resources	District Office	Teachers	Name, DOB address, SIN, Criminal Record Check, Employment history, transcripts, discipline or corrective action taken.	For the purpose of maintaining employment with the organization	Human Resources Director, Coordinator, Senior Management	<i>School Act Section 15 (1) and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Personnel files	Human Resources	District Office	CUPE Employees	Name, DOB address, SIN, Criminal Record Check, medical information, Employment application, interview data, reference checks, transcripts, evaluations, discipline or corrective action taken.	For the purpose of maintaining employment with the organization	Human Resources Director, Coordinator, Senior Management	<i>School Act Section 15 (1) and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>

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Postings/ Applications and Resumes	Human Resources	District Office	Applicants	Job posting, applications including personal information such as name, resume, address, contact information, resume, job status, work history, education, references, interview questions, notes, summary of applicants and the name of recommended candidate.	To process an application for a specific posting. Information is destroyed after 6 months if applicant was not hired.	Human Resources Staff and Senior Management	<i>School Act Section 15</i>
Power School - Employee Database	Human Resources	Cloud Based - Software information system	Employees	Name, address, phone number, DOB address, SIN, Criminal Record Check, Employment history,	For the purpose of maintaining employment with the organization	HR Department	<i>School Act Section 15 (1)</i>
Alpha List of First Nations Students	Indigenous Education	District Office - MyEducation Program	Students	Names of all First Nations Students	For administration of District First Nations Program	Secretaries, Student Services, and District Principal for Aboriginal Education	<i>School Act Section 3 and Section 13</i>
Student Information	International Department	International Office	Students	Application form, marks from previous school, travel information, passport/ visa verification, special notes and parent contact information.	For the purpose of enrolling an international student	International Program Manager and Secretary	<i>School Act Section 2 (2) (c)</i>
Audiometric Test Results	Occupational Health & Safety	District Office	Employees	Name, Age, Occupation and Medical History	For the purpose of maintaining records of test results	Manager of Health, Safety and Wellness and Managers	<i>School Act Section 15</i>
Workplace Violence Risk Assessment	Occupational Health & Safety	District Office	Students and Staff	Employee name, Admin name, date, location, procedure assessed, and who is at risk.	To assess risk of violence in a workplace	Student Services Director	<i>Occupational Health & Safety Section 4.28</i>
WSBC/ GRTW Records	Occupational Health & Safety	District Office and Facilities Office	Employees	Name, address, phone number, site/ location where injury occurred, injury details, witness name and contact number, supervisor name, first aid report (if required).	To document injury, return to work plan, limitations and restrictions.	Manager of Health, Safety and Wellness, Principals and Managers	<i>School Act Section 15 (1)</i>
Discipline Appeals	Student Records/ Education	District office and school sites	Students	Name, birthdate, address, phone number, parent/ guardian name and contact information, copies of PR card, report cards, summary of discipline problems, disposition letter of the Appeal	To provide a record of appeals to the Board.	Principal, District Administration, clerical staff	<i>School Act Section 13 & 97</i>
Insurance Accident Claim Files	Student Records/ Education	District Office	Students	Names, addresses, phone number, birthdate, details of	To provide the district with a record of insurance claims	Secretary Treasurer and clerical staff	<i>School Act Section 13 & 97</i>
Request for Administration of Medication at School	Student Records/ Education	School Office	Students	Name, birthdate, phone #, Physician's section to be signed and dated by physician: diagnosis, name of medication, dosage, etc. Parent's signature, signature(s) of staff member(s) administering medication	To provide a complete and up to date record of information for students requiring medication while at school.	Principals, teachers, and clerical staff	<i>School Act Section 13 & 97</i>
Student discipline and suspension records	Student Records/ Education	District office , School site or Transportation Office	Students	Name, birthdate, address, phone number, parent/ guardian name and contact information, copies of PR card, report cards, summary of discipline problems, disposition letter	To provide a record of students' who have been referred to Superintendents Discipline Committee and a record of students who have been suspended from school or bus.	Principal, District Administration, clerical staff, and Managers	<i>School Act Section 13 & 97</i>
EA Support Requirements	Student Services	District Office	Students	Name, grade, school, sped category, amount of EA time required, medical conditions/ diagnoses, testing results	To provide assessment to students to determine SPED category and education support	Director of Student Services	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Staff Safety Plan	Student Services	District office and school sites	Students and Staff	Student name, DOB, School, grade, employee name and admin name.	To establish a procedure to eliminate or minimize the risk of violence in a workplace	EAs, teachers, and student services	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Student Designations	Student Services	District Office	Students	Name, DOB, grade, SPED category, school, psychologist education assessment, file review documentation, all records issued by the psychologist regarding changes/ updates.	Ministry funding requirements for 1701 and for audit purposes	Student services, Psychologists and Senior Management	<i>School Act Section 81</i>
Student Files	Student Services	District Office	Students	Name, DOB, reports, testing, medical documents, letters from doctors, psychologists, report cards, IEPs, IEP reviews	Required documentation to submit the student's file, process the file and create a record of services.	Student services and students/ parents	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>

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Student Services Referrals	Student Services	District Office	Students	Name, DOB, Grade, and School	For the purpose of preparing a referral	Counsellors, speech therapists, and hearing therapists	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Students in a Continuing Custody Order	Student Services	District Office	Students	Name, DOB, SPED category, aboriginal ancestry, grade, ministry social worker representative name, attending school	For the purpose of maintaining student's files in continuing custody order for the Ministry	Ministry and Xyolhemeylh	<i>School Act Section 79 (2)</i>
Next Year's SPED Kindergarten intake	Student Services	District Office	Students	Name, DOB, medical diagnosis, phone number, parent contact information and attending school	New Kindergarten students who require an intake meeting for SPED	Student services and psychologists	<i>Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
School Base Minutes	Student Services/ Education	School Office and LST Room	Students who are placed on the School Base Team meetig agenda	Programming decisions about learning and/ or behavioral problems needing counselling or extra assistance	To provide a record of discussions and subsequent decisions	Principals, Teachers and clerical staff	<i>School Act Section 13 and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>
Bus Routes/ Schedules	Transportation	Transportation Office, school buses and some school sites	Students receiving bus service	Student Name, address, parent/guardian name, contact information, pick up/drop off schedule, route/bus number, health concerns; sorted alphabetically and by route	Access to names and schedules for planning and emergency contact	Transportation Manager, Bus Drivers, foreman and clerical	<i>School Act Section 79, Freedom of Information and Protections of Privacy Act Section 26, MVA Section 11.06</i>
Drivers Abstract	Transportation	Transportation Office and District Office (HR)	Any employee that drives a company vechile				
School Bus Behaviour Reports/ Log	Transportation	Transportation Office, A copy is	Students	student name, school, bus route information, driver's name, and reason report was issued	To monitor student's unsafe behaviour and bus suspensions	Transportation Manager, Superintendent, Assistant Superintendent, Principals, Foreman, Clerical	School Act Section 79
SPP/ ICBC - Motor Vehicle Accident Record	Transportation	Transportation Office	Employees, Students in some cases, and Public	SPP Form and damage report, date of accident, time, location, driver's name, contact, DL, DOB, address, if it is related to a school bus accident then the names of student are provided to SPP and ICBC. Parents are notified	To create a record of a motor vehicle accident	Transportation Manager	<i>Freedom of Information and Protections of Privacy Act Section 26 (c) and MVA Act 68</i>
Employee Files (management working copies)	Various District Departments	All management / Principal offices throughout the District	Employees of the specific Department	Names of employees, subject and content of communication. May include employment related records, evaluation reports and supporting documents	Working file to enable supervisors to administer their area of responsibility	Supervisors of employees	<i>School Act Section 15 and Freedom of Information and Protections of Privacy Act Section 26 (c)</i>