

<b>Section:</b>	<b>General Administration</b>	
<b>Title:</b>	<b>Collection of Personal Information</b>	<b>2.4.1</b>

## Purpose

To summarize the personal information that is collected by the school district, how this information is used, and where it is stored.

## Guidelines

The school district manages the collection, use, and disclosure of personal information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). This procedure outlines the personal information that is collected, the reasons why the personal information is required, and where the personal information is stored.

## FIPPA policy Definitions - see [BC FOIPPA Manual - Policy & Procedures](#)

**Custody** (of a record) means having physical possession of a record, even though the school district does not necessarily have responsibility for the record. Physical possession normally includes responsibility for accessing, managing, maintaining, preserving, disposing, and providing security.

**Control** (of a record) means the power or authority to manage the record throughout its life cycle, including restricting, regulating and administering its use or disclosure.

Where the information in a record directly relates to more than one public body, more than one public body may have control of the record. The public body with the greater interest processes the request for information.

## Personal Information

means recorded information about an identifiable individual other than contact information including, but not limited to:

- Name, age, sex, weight, height
- Home address and phone number
- Race, ethnic origin, sexual orientation
- Medical information
- Health care history, including physical or mental disability
- Number or symbol assigned to the individual
- Income, purchases and spending habits
- Blood type, DNA code, fingerprints
- Marital or family status
- Religion
- Education
- Financial information
- Criminal information
- Employment information
- Personal views or opinions, except if they are about someone else

see [Schedule 1 definitions](#) FOIPPA

## Procedures

1. Information collected and retained in the school district's custody and control should be the minimal amount of documentation or information necessary to confirm the information needed.
2. When information is collected, unless an exemption applies, forms must cite:
  - a. the purpose of collecting the personal information,
  - b. the legal authority for requesting the information (cite legislation and section of the act), and
  - c. the contact information of someone who can answer questions about the collection of the information.
3. Personal Information obtained to make a decision about an individual must be retained for at least one year.
4. All other personal information is to be retained in accordance with the school district's record management program.
5. Personal Information no longer required must be destroyed in accordance with the school district's records management system.
6. Personal information is collected by the school district, generally for the following reasons and purposes. Details on specific personal information collections are detailed in the Personal Information Bank.

- a. Students

The school district collects personal information for the purpose of providing students with an education. Information collected may be used by the school district for Ministry of Education reporting, including demographics, enrolment, budget, and operational analysis.

Information collected includes a student's name, proof of age, proof of residency, proof of physical address, legal gender, preferred gender, contact information, citizenship, language, medical information, special needs or learning considerations, education information from other school districts or schools, custody information, and sibling information.

Information collected confirms:

- a. eligibility for provincial funding or ineligibility of such funding for international students,
- b. the residential address to attend a particular school,
- c. medical information so the school district can provide support to a student for appropriate medical needs,
- d. the student's language, educational background, and special needs information to provide educational support to meet the student's educational needs.
- e. sibling information for the school district to support the placement of students to meet the needs of the family,
- f. the student's progress in education to support the issuing of report cards, the transcript of marks, and meeting graduation requirements.

Information collected is stored in a student file that is retained at the student's school. Information is also recorded in the MyEd program that reports to the Ministry of Education.

- b. Parent or legal guardian information

The school district collects personal information from parents and/or legal guardians for the purpose of supporting a student's education.

Information collected confirms:

- i. the parent / legal guardian address in British Columbia for a student to attend a school in BC
- ii. the parent / legal guardian residential address for a student to attend a particular school in the school district,
- iii. contact information for the person responsible for the student,
- iv. custody documentation as provided under a legal document.

Information collected is stored in the student file(s) that is retained at the student's school. Information and recorded in the MyEd program that reports to the Ministry of Education.

c. Employee information

The school district collects personal information of employees in order to support their employment with the school district.

Information collected confirms:

- i. Employment suitability – Education, past employment history, qualifications for employment, and other information on an employment application or resume,
- ii. Residential and contact information - Personal contact information, residential address, emergency contact information
- iii. Payroll processing information – social insurance number, banking information, Revenue Canada forms, application for benefits
- iv. At times medical information may be requested to support an application for sick leave, other medical leave, or confirmation of suitability to return to work, particularly under a workplace accommodation.
- v. A criminal record check – to confirm suitability to work with students / vulnerable population

d. Volunteers

The school district collects personal information from those interested in volunteering to support students in a school. Generally, volunteers are parents, grandparents, or other family members of a student attending a school.

Information collected confirms:

- i. Suitability – interests, experience
- ii. Contact Information - Personal contact information, residential address, emergency contact information
- iii. A Criminal Record Check (CRC) – to confirm suitability to work with students / vulnerable population

**Date Approved:** January 2023

**Legal Reference:** *Access to Information and Protection of Privacy Act*

**Cross Reference:** *Access to Information and Protection of Privacy and Personal Information Policy Privacy Management Program (includes procedures 2.4.1 to 2.4.7)*

**Forms:**