

PERSONAL INFORMATION DIRECTORY

A directory of personal information created and maintained by the
Board of Education of School District #39 (Vancouver)

Updated September 2025

Vancouver School Board

Personal Information Directory

The Vancouver School Board is subject to the Freedom of Information and Protection of Privacy Act (“FIPPA”), which governs the collection, use, disclosure, and protection of personal information. As part of its commitment to accountability, transparency, and privacy, the District provides public access to an inventory – known as a Personal Information Directory (PID) – that outlines the different collections of personal information it maintains, referred to as personal information banks.

The development of a PID is mandated under Section 69(6) of FIPPA, which requires the creation of a directory listing all personal information banks held by the District. In addition, FIPPA specifies that the PID must include detailed information about each personal information bank, including:

- Title and location of the personal information bank.
- Description of the type of personal information and the categories of individuals whose information is included;
- The legal authority for collecting the personal information;
- The purposes for which the personal information is collected or compiled, and the purposes for which it is used or may be disclosed; and
- The categories of people who use the personal information or to whom it is or may be disclosed.

If you have any questions about the collection of personal information, the contents of the PID, or if you wish to request access to your personal information, please contact the Department of Risk Management and Privacy at: privacy@vsb.bc.ca.

Further information about how the Vancouver School Board collects, uses, and discloses personal information is available in Administrative Procedure 180, which can be accessed on the District’s website at:

https://media.vsb.bc.ca/media/Default/medialib/ap_180_freedom_of_information_and_protection_of_privacy.09d1f814434.pdf

Definitions

A Personal Information Bank (PIB) entry includes the following information:

Department:	The organizational unit with the primary responsibility of maintaining the records.
PIB Title:	The given name to the records series constituting the PIB (e.g., PeopleSoft-HCM).
PIB Location:	Lists the physical and/or electronic site(s) where the PIB is kept and accessed.
Individuals included in the PIB:	Lists the categories of individuals (described in general terms), of which the information in the PIB pertains.
Type(s) of Personal Information:	Describes the main categories of types of personal information collected and maintained within the PIB.
Users:	Lists the categories of persons who use the personal information or whom it is disclosed.
Purpose:	States the reasoning for the collection, use, and/or disclosure of the personal information held within the PIB.
Legal Authority:	Lists the provincial statutes that govern the collection, use, disclosure, retention, and disposition of the personal information maintained in the PIB.

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Community Connections

Department:	Community Connections
PIB Title:	Personnel files
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Employee Attendance/Support Program Minutes; First Aid Information; Grievance/LR Incident Information; HR Supporting Documents; Job Evaluation Submission Information; Performance Reviews/Performance Management Documentation; Qualifications/Certificates
Users:	Community Connections staff; Union Groups; WorkSafe BC
Purpose:	Personnel management & supervision - including: recruiting, training, performance management and support, information provided via wellness/leaves or Health and Safety
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Community Connections
PIB Title:	Student registration forms for programming
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Emergency Contact Details; Family/Relationship/Custody Status & Details; First Aid Information; emergency or relevant medical information
Users:	Community Connections staff; Third-Party Service Providers
Purpose:	Consent to participate in the program; relevant caregiver contact and emergency information; relevant medical and or other information which would contribute to positive student participation; consent to release to a third party service provider.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Education

Department:	Education
PIB Title:	Aboriginal Self Identification Forms
PIB Location:	School Office
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Demographic; Personal Telephone Number; Mailing/ Residential Address
Users:	School staff
Purpose:	To track student information, progress and formulate individualized programs
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Applications for Student Transportation
PIB Location:	School Office, VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees' Family Members/Dependents;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Designation(s); Emergency Contact Details; Education History; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Personal Health Number (PHN); Photographs/Video of Individuals; Sex/Gender/Pronouns;
Users:	Third-Party Service Provider; VSB Parents/Guardians;
Purpose:	In order to schedule bus transportation
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Archived Paper Files
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Employees; VSB Students' Parents/Guardians/Family members; VSB Alumni; General Public
Type(s) of Personal Information:	Name; Personal Telephone Number; Mailing/ Residential Address
Users:	School staff
Purpose:	For historical reference
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Bus Route Optimization
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students' Parents/Guardians/Family members; VSB Students;
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Designation(s); School Grade; Sex/Gender/Pronouns;
Users:	VSB Parents/Guardians; Third-Party Service Providers;
Purpose:	The bus company requires this information in order to plan routes for student pick up and drop off.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Class Placement Requests
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Personal Email Address; Designation(s); Education History; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Individual Education Plan(s); Medical/Psychological History and Information; Program Applications; Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	School staff
Purpose:	To assist students in classroom placement
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Classroom Emergency Packages
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Medical/Psychological History and Information; Emergency Contact Details;
Users:	School staff
Purpose:	To have student information available in the event of an emergency
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Course Selection Forms
PIB Location:	School Office; MyEd
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Demographic; Course selection information; Parent/Guardian contact information
Users:	School staff
Purpose:	Student selection of courses for the following year
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	District Registry for Grade 8 Choice Programs
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students;
Type(s) of Personal Information:	Name;Pupil Number;Personal Education Number (PEN);Date of Birth ;Age/ Place of Birth;Mailing/ Residential Address;Personal Telephone Number;Personal Email Address;Sex/Gender/Pronouns;School Grade
Users:	Secondary school staff
Purpose:	District Registry for Grade 8 Choice Programs
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Emergency Procedures
PIB Location:	School Office
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number
Users:	School staff
Purpose:	Emergency preparedness
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Employee Emergency Contacts
PIB Location:	School Office
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name; Personal Telephone Number; Mailing/ Residential Address; Personal Email Address; Emergency Contact Details; Medical/Psychological History and Information;
Users:	School staff
Purpose:	To maintain staff contact information to be accessed in the event of an emergency
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Employee On Call Sign-In
PIB Location:	School Office
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Personal Telephone Number;
Users:	School staff
Purpose:	To track attendance
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Employee Records - Elementary and Secondary
PIB Location:	School Office
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Employment history; Emergency Contact Details; Qualifications/Certificates;
Users:	School staff
Purpose:	To document employment information, work history and disciplinary information
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Equity and Anti-Oppression Files
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees; VSB Employees' Family Members/Dependents; VSB Rightsholders and Stakeholders
Type(s) of Personal Information:	Name; Personal Telephone Number; Personal Email Address; Family/Relationship/Custody Status & Details; Grievance/LR Incident Information; Individual's Own Views and Opinions; Race/Ethnicity; School Grade; Sex/Gender/Pronouns; Student Created Work and Submissions
Users:	VSB Parents/Guardians; VSB Employees' Family Members/Dependents
Purpose:	To assist in resolving discriminatory-based incidents.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Field Trip Consent Forms
PIB Location:	School Office
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number; Emergency Contact Details; First Aid Information; Medical/Psychological History and Information; Consent
Users:	School Staff; Third party field trip providers
Purpose:	To obtain consent for field trips and have emergency contact information available on field trips
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	First Aid Records
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; Other Individuals
Type(s) of Personal Information:	Name; Pupil Number; First Aid information;
Users:	School staff; Employee Services; VSB Parents/Guardians; SPP
Purpose:	To track and record first aid administered for students and members of the public
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Indigenous Achievement Awards
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Social Insurance Number (SIN); Date of Birth; Personal Email Address; Education History; Custody and Residency Information; Employment Information; Emergency Contact Details; Award Nominations; Student Created Work and Submissions;
Users:	Indigenous Education Department Staff; School staff
Purpose:	Maintain records of students who are nominated for, and recipients of Indigenous Achievement Awards
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Indigenous Education Archives
PIB Location:	School Office; IIMS, Bonfire, VSB SharePoint
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Personal Email Address; Designation(s); Education History; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Individual Education Plan(s); Medical/Psychological History and Information; Program Applications; Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	Indigenous Education Department Staff
Purpose:	To provide historical and archival records as required by the Ministry of Education
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Indigenous Education Files
PIB Location:	Peoplesoft, IIMS; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Employees;
Type(s) of Personal Information:	Name; Pupil Number; Employee Number; Personal Education Number (PEN); Date of Birth; Mailing/ Residential Address; Personal Telephone Number; Individual Education Plan(s); Sex/Gender/Pronouns; School Grade; Race/Ethnicity; Photographs/Video of Individuals;
Users:	VSB Employees' Family Members/Dependents;
Purpose:	Student information and tracking for graduation, Employee information through VSB
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	International Field Trip Forms
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students;
Type(s) of Personal Information:	Name;Personal Telephone Number;Personal Email Address;Copy of Passport/Other Government ID;Medical/Psychological History and Information; Sex/Gender/Pronouns; School Grade
Users:	Secondary school staff
Purpose:	Information gathered for students travelling on International Field Studies
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Learning Services Accounting Files
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees;
Type(s) of Personal Information:	Name; Sex/Gender/Pronouns; School Grade;
Users:	Learning Services Team
Purpose:	To complete purchases for specialized equipment, learning services supplies
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Musical Instrument Rental Form
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Contact Information for Student and Parent/Guardians
Users:	School staff
Purpose:	Instrument rental contract between student and school
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Newcomer Welcome Centre Registration Applications
PIB Location:	VSB Apply Now Application
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Emergency Contact Details; Family/Relationship/Custody Status & Details; First Aid Information; Medical/Psychological History and Information; Personal Health Number (PHN); School Grade; Sex/Gender/Pronouns; Work or study permit number
Users:	VSB school records clerks;
Purpose:	For registration of students, to indicate eligibility for funding, to indicate guardianship, to indicate residence for purpose of assigning school.
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Pictorial Directory
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number; Homeroom Number; Photographs of Individuals; School grade;
Users:	VSB Staff
Purpose:	Visual reference of students for identification
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Pro D App-Digital
PIB Location:	VSB Pro-D Digital Application
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name;Work location, teaching load, receipts for conference, travel and food
Users:	VSB Staff; Stakeholder groups;
Purpose:	Staff are applying for access to District professional development funds
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Reunification Authorization
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Personal Telephone Number; Mailing/ Residential Address; Personal Email Address; Emergency Contact Details; Consent
Users:	School Staff
Purpose:	Student safety and family reunification in the event of an emergency
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Safe and Caring Schools Student Files
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Demographic, Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Designation(s); Education History; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Report Cards and Grades; School Grade; Sex/Gender/Pronouns;
Users:	School Staff
Purpose:	To track student information, progress and formulate individualized student programs
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Safety and Support Plan - Responding to Student's Sexual Behaviour
PIB Location:	Education Centre; School Offices; VSB SharePoint
Individuals Included in PIB:	VSB Employees; VSB employees who work directly with the child are aware of the document and content but do not have a copy
Type(s) of Personal Information:	Name; School Grade; Student strengths, interests. Presenting concerns regarding sexualized behaviour. Safety plan.
Users:	Administrators
Purpose:	Student safety
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Scholarship applications
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number; Homeroom Number; Personal Education Number (PEN); Personal Email Address; Personal Telephone Number; Financial Information; Education History; Employment History
Users:	School Staff
Purpose:	Student applications for school-based scholarships
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	School Based Team Minutes
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students;VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth;Designation(s); Education History; Educational/Psychological/Behaviour Assessments; Individual Education Plan(s); School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	VSB Parents/Guardians;VSB staff;
Purpose:	In order to inform student planning, this information is required.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	School Psychologists' Student Files
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Designation(s); Education History; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Personal Health Number (PHN); Program Applications; Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	VSB Parents/Guardians;VSB Students;VSB staff;
Purpose:	To conduct psych-ed assessments in order to have a fullsome understanding of a student's learning profile, medical history.

Legal Authority:

Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Seamless Child Care Registrations
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth ; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Copy of Driver's License/Driver's License Number; Copy of Passport/Other Government ID; Emergency Contact Details; First Aid Information; Personal Health Number (PHN); School Grade; Sex/Gender/Pronouns
Users:	VSB Staff
Purpose:	Registration in the child care program
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Secondary Student Files
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students;VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name;Pupil Number;Personal Education Number (PEN);Date of Birth ;Age/ Place of Birth;Mailing/ Residential Address;Personal Telephone Number;Personal Email Address;Academic Transcripts ;Designation(s);Education History;Sex/Gender/Pronouns;School Grade;
Users:	Secondary school staff
Purpose:	As part of enforcing District Code of Conduct.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Secondary Student Files
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Students;VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name;Pupil Number;Date of Birth ;Age/ Place of Birth;Personal Education Number (PEN);Personal Telephone Number;Mailing/ Residential Address;Personal Email Address;Academic Transcripts; Designation(s);Education History;School Grade; Sex/Gender/Pronouns;
Users:	Secondary school staff
Purpose:	Part of enforcing District Code of Conduct policies
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Sign In and Out Records
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Staff; VSB Students' Parent/Guardian/Family members; Visitors
Type(s) of Personal Information:	Name; Division Number, Employee Number, Signatures
Users:	School Staff
Purpose:	Tracking system for students arriving late and leaving school early, employees signing in, visitors, and on-call employees
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Sports Team Permission Forms
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Pupil Number; Medical/Psychological History and Information; Signatures
Users:	School staff
Purpose:	Permission from parents for students to participate in a sports team
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Sports Teams Lists
PIB Location:	School Office
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Student Number; Personal Telephone number, Personal Email Address
Users:	School Staff
Purpose:	Contact information regarding team players
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Staff After Hours Log In
PIB Location:	School Office
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name
Users:	School staff
Purpose:	To log VSB employees who stay late at a school
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Staff Sign In
PIB Location:	School Office
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name
Users:	School Staff
Purpose:	To track attendance and emergency preparedness
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Strong Start Student Registrations
PIB Location:	School Office, MyEd
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name;Personal Education Number (PEN);Date of Birth ;Age/ Place of Birth;Mailing/ Residential Address;Personal Telephone Number;Personal Email Address;Copy of Driver's License/Driver's License Number;Copy of Passport/Other Government ID;Emergency Contact Details;Sex/Gender/Pronouns;
Users:	VSB Staff
Purpose:	Registration of child for Strong Start
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Student Incident Files
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students;
Type(s) of Personal Information:	Name; Designation(s); Education History; School Grade; Sex/Gender/Pronouns; Incident notes;
Users:	Secondary school staff
Purpose:	Summary of student incidents and meetings
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Student Medical Information
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; School grade; Photograph of individual; Medical/Psychological History and Information; Emergency contact information
Users:	School staff; medical personnel
Purpose:	To have medical information and student identification information available when needed
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Student Safety Plans
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Copy of Driver's License/Driver's License Number; Copy of Passport/Other Government ID; Criminal Record Check/Criminal History; Designation(s); Education History; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Personal Health Number (PHN); Program Applications; Race/Ethnicity; Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	School staff
Purpose:	In order to develop, maintain and update student safety plans

Legal Authority:

Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Student Support Confidential file
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Copy of Driver's License/Driver's License Number; Copy of Passport/Other Government ID; Designation(s); Education History; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Personal Health Number (PHN); Race/Ethnicity; Program Applications; Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	VSB Parents/Guardians; Other Public Bodies, Ministries, and/or Government Agencies; MECC
Purpose:	In order to meet MECC audit requirements

Legal Authority:

Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	SWIS Client Records
PIB Location:	VSB West Application
Individuals Included in PIB:	VSB Students;VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name;Personal Education Number (PEN);Date of Birth ;Age/ Place of Birth;Mailing/ Residential Address;Personal Telephone Number;Personal Email Address;Criminal Record Check/Criminal History;School Grade; Sex/Gender/Pronouns;Immigration Number
Users:	VSB Staff; IRCC (immigration number/DOB only)
Purpose:	For reporting to IRCC of service provided. For SWIS team to contact families and provide settlement services.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Transfer Forms
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Email Address; Personal Telephone Number; Educational History; Medical/Psychological History and Information; Family/Relationship/Custody Status & Details
Users:	School staff
Purpose:	To track and process student transfers within the VSB
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Vancouver Learning Network - Employee Files
PIB Location:	ESS, Peoplesoft,VSB SharePoint
Individuals Included in PIB:	VSB Employees;VSB Employees' Family Members/Dependents;
Type(s) of Personal Information:	Name; Employee Number; Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Copy of Driver's License/Driver's License Number;Copy of Passport/Other Government ID; Criminal Record Check/Criminal History; Details re: Workplace Bullying and Harassment; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Education History; Employee Attendance/Support Program Minutes; Employment History; Financial Information; First Aid Information; Grievance/LR Incident Information; HR Supporting Documents; Individual's Own Views and Opinions;Job Evaluation Submission Information; License Plate Number/Vehicle Description; Medical/Psychological History and Information; Performance Reviews/Performance Management Documentation; Personal Health Number (PHN);Photographs/Video of Individuals; Qualifications/Certificates; Race/Ethnicity; Sex/Gender/Pronouns;

Users:	Vancouver Learning Network Staff
Purpose:	Registration, support, eligibility
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Vancouver Learning Network - Student Files
PIB Location:	MyEd, Brightspace, OAM, VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Copy of Driver's License/Driver's License Number; Copy of Passport/Other Government ID; Criminal Record Check/Criminal History; Designation(s); Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Education History; Employment History; Family/Relationship/Custody Status & Details; Financial History; Financial Information; First Aid Information; Individual Education Plan(s); Individual's Own Views and Opinions; License Plate Number/Vehicle Description; Medical/Psychological History and Information; Personal Health Number (PHN); Photographs/Video of Individuals; Program Applications; Qualifications/Certificates; Race/Ethnicity; Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns; Student Created Work and Submissions;

Users:	Vancouver Learning Network Staff
Purpose:	Registration, support, eligibility
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	VASS Employee Files
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Personal Telephone Number; Mailing/ Residential Address; Personal Email Address; Emergency Contact Details; License Plate Number/Vehicle Description; Medical/Psychological History and Information;
Users:	VASS Administrators
Purpose:	To maintain a historical reference of employee records, and access information in the event of an emergency, and allow supervisors to administer areas of responsibility
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Violent Threat Risk Assessment
PIB Location:	School Office
Individuals Included in PIB:	VSB Students;
Type(s) of Personal Information:	Name; Pupil Number; Medical/Psychological History and Information
Users:	School Staff; School Based Team; Learning Services Team
Purpose:	To obtain and track information about a student's aggressive or serious behaviour
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Education
PIB Title:	Volunteer Driver Forms
PIB Location:	School Office
Individuals Included in PIB:	Volunteer Drivers
Type(s) of Personal Information:	Name; Personal Telephone Number; Copy of Driver's License/Driver's License Number; Vehicle and Insurance Information
Users:	School Staff
Purpose:	To ensure volunteer drivers meet Board of Education requirements
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Volunteers
PIB Location:	School Office, Education Centre
Individuals Included in PIB:	Individual Volunteers
Type(s) of Personal Information:	Name; Personal Email Address; Personal Telephone Number; Employment History; Criminal Record Check/Criminal History; Volunteer Conduct Agreements
Users:	School Staff
Purpose:	To ensure volunteers meet District requirements and coordinating schedules
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Work Experience Forms
PIB Location:	School Office; VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN) ;Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Designation(s); Education History; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Personal Health Number (PHN); Report Cards and Grades; School Based Team Minutes; School Grade; Sex/Gender/Pronouns;
Users:	Learning Services Team
Purpose:	In order for students to attend Work Experience with outside employers
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Education
PIB Title:	Yearbooks
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Employees
Type(s) of Personal Information:	Name; Photo of Individual; School Grade and Division;
Users:	School Staff, School Students; Yearbook providers
Purpose:	Historical reference
Legal Authority:	Freedom of Information and Protection of Privacy Act

Employee Services

Department:	Employee Services
PIB Title:	Benefit Enrolment Records
PIB Location:	Education Centre; PeopleSoft;
Individuals Included in PIB:	VSB Employees; VSB Employees' Family Members/Dependents;
Type(s) of Personal Information:	Name; Social Insurance Number (SIN); Employee Number; Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Copy of Passport/Other Government ID; Family/Relationship/Custody Status & Details; Personal Health Number (PHN); Sex/Gender/Pronouns
Users:	Employee Services staff; Pension Corporations; Third-Party Service Providers;
Purpose:	To enroll eligible employees and their dependents into group benefit plans to maintain coverage and/or pension plans.
Legal Authority:	Freedom of Information and Protection of Privacy Act BC Health Insurance Act Pension Benefits Standards Act

Department:	Employee Services
PIB Title:	Employee Contact Information
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name;Employee Number;Mailing/ Residential Address;Qualifications/Certificates
Users:	Staffing Team
Purpose:	Storage of information to create letter to employees and to assist in staffing workflows.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Employee Files
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name;Social Insurance Number (SIN);Employee Number;Date of Birth ;Age/ Place of Birth;Personal Telephone Number;Personal Email Address;Academic Transcripts ;Copy of Driver's License/Driver's License Number;Copy of Passport/Other Government ID;Education History; Employment History; Performance Reviews/Performance Management Documentation;Qualifications/Certificates (e.g., TQS)
Users:	Staffing Team
Purpose:	To store information for employment records, education and qualifications, employment history.
Legal Authority:	Canada Pension Plan Employment Insurance Regulation Freedom of Information and Protection of Privacy Act Income Tax Act Teachers Act

Department:	Employee Services
PIB Title:	Employee Schedule Requests
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number
Users:	Staffing Team
Purpose:	To collect employee requests. Verify and validate employees schedules and allowances.
Legal Authority:	Employment Standards Act Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Ergonomic Assessments
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; job title, height, hand dominance, footwear, length of time in this position, work location, concerns, history of concern or injuries
Users:	Health and Safety and Wellness staff
Purpose:	Information used in determining a proper workstation set up for the individual and relieve the employee's aches or pains.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Grievance Case Files
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Employees; Unions; Legal Counsel;
Type(s) of Personal Information:	Name; Grievance/LR Incident Information; School Based Team Minutes;
Users:	Employee Services staff; VSB Trustees; Union Groups; Legal Counsel;
Purpose:	Collective Agreement
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Health and Safety Training Records
PIB Location:	OurHealth (Prismatic Software); VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; safety course name, date class taken and expiry date
Users:	Health and Safety staff
Purpose:	WorksafeBC requirement for H&S training, required to track who has taken courses such as First Aid, Joint Health and Safety Committee training, radio operator training etc.
Legal Authority:	Freedom of Information and Protection of Privacy Act Workers Compensation Act

Department:	Employee Services
PIB Title:	Hearing Test Records
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees;only staff at risk of hearing loss (trades, tech, music, PE teachers, maintenance engineers)
Type(s) of Personal Information:	Name;Date of Birth ;Sex/Gender/Pronouns;whether they are wearing hearing protection, hearing loss
Users:	Health and Safety staff; WorkSafe BC; the employee that was tested.
Purpose:	WorkSafeBC requirement for workers that may be overexposed to noise. Must send to WSBC annually. Determine if hearing protection is adequate.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Incident Files
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Students; VSB Employees; VSB Students' Parents/Guardians/Family members; VSB Employees' Family Members/Dependents;
Type(s) of Personal Information:	Name; Employee Number; Grievance/LR Incident Information; Incident Details;
Users:	Employee Services staff; Professional Associations; VSB Trustees
Purpose:	Collective Agreement, Teacher Regulation Branch
Legal Authority:	Freedom of Information and Protection of Privacy Act Employment Standards Act Workers Compensation Act

Department:	Employee Services
PIB Title:	Incidental absences
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; work location; days absent
Users:	Wellness Department staff
Purpose:	Identifying trends and supporting wellness initiatives
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Industrial Hygiene Reports
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Information about the hazard being assessed and the risk to the worker
Users:	Health and Safety department staff; WorkSafe BC
Purpose:	When there are noise, air quality or heat stress complaints, H&S will use monitoring equipment to determine the level of exposure and compare to WSBC requirements. A report will be written to provide the employee, supervisor and JHS committee to review
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Job Evaluation Files (Labour Relations)
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name; Employee Number; Mailing/ Residential Address; Academic Transcripts; Education History; Employment History; HR Supporting Documents; Individual's Own Views and Opinions; Job Evaluation Submission Information; Qualifications/Certificates;
Users:	Employee Services staff; Union Groups; Legal Counsel;
Purpose:	Collective Agreement requirement
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Job Evaluation Files (Staffing)
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Academic Transcripts; Education History; Job Evaluation Submission Information
Users:	Employee Services staff; Union Groups
Purpose:	To assess whether an employee's request is warranting a higher classification.
Legal Authority:	Freedom of Information and Protection of Privacy Act Employment Standards Act Pay Transparency Act

Department:	Employee Services
PIB Title:	Medical Professional accommodation information
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name; Employee Number; Personal Telephone Number; Medical/Psychological History and Information; First Aid Information; Qualifications/Certificates; Individual's Own Views and Opinions; Mailing/ Residential Address; Date of Birth;
Users:	Employee Services staff; WorkSafe BC; Insurance Companies; Union Groups; ICBC
Purpose:	Information required to make reasonable decisions regarding health leave requests, leave extensions, Return to Work decisions, acceptance or denial of medical accommodations, and eligibility decisions for sick leave
Legal Authority:	Freedom of Information and Protection of Privacy Act Workers' Compensation Act

Department:	Employee Services
PIB Title:	Online Databases; Online Application Management System (OAMS) and School Organization Assistant (SOA)
PIB Location:	VSB Online Application Management System (OAMS) and School Organization Assistant (SOA) Applications
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name;Employee Number;Mailing/ Residential Address;Personal Telephone Number;Education History;Employment History; Qualifications/Certificates; Post and Fill information (positions applied to, interviewed, offers, acceptance)
Users:	Staffing Team
Purpose:	To store information for internal competitions and school organizations
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Payroll Records
PIB Location:	Education Centre; VSB SharePoint; PeopleSoft
Individuals Included in PIB:	VSB Employees; VSB Trustees;
Type(s) of Personal Information:	Name; Social Insurance Number (SIN); Employee Number; Date of Birth ; Age/ Place of Birth; Mailing/ Residential Address; Financial Information; Sex/Gender/Pronouns;
Users:	Employee Services staff; Other Public Bodies, Ministries, and/or Government Agencies; Pension Corporations; WorkSafe BC; Third-Party Service Providers
Purpose:	To comply with legislation around employer's responsibility to maintain records for payroll, record of employment, tax slips and banking information for pay purposes.
Legal Authority:	Freedom of Information and Protection of Privacy Act CRA Act BC Pay Transparency Act Pension Benefits Standards Act

Department:	Employee Services
PIB Title:	PeopleSoft Human Capital Management System
PIB Location:	PeopleSoft
Individuals Included in PIB:	VSB Employees;VSB Employees' Family Members/Dependents;VSB Trustees;
Type(s) of Personal Information:	Name; Social Insurance Number (SIN); Employee Number; Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Emergency Contact Details; Employment History; Financial Information; Personal Health Number (PHN); Qualifications/Certificates; Race/Ethnicity; Sex/Gender/Pronouns;
Users:	VSB Employees' Family Members/Dependents; VSB Trustees; Other Public Bodies, Ministries, and/or Government Agencies; Pension Corporations; Professional Associations;Third-Party Service Providers; Union Groups; WorkSafe BC
Purpose:	To administer human resource processes and obtain, retain and maintain employment records, compensate employees, benefit coverage information, leaves of absence, assigned work locations, qualifications and training, employment status, vacation entitlement
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Smart Find Express (SFE)
PIB Location:	SmartFind Express Server
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Mailing/ Residential Address; Personal Telephone Number; Absence reason history and assignments
Users:	Recruitment and Dispatch Team
Purpose:	To provide a platform for reporting absences, deploying replacement staff with information about the assignment and location.
Legal Authority:	Freedom of Information and Protection of Privacy Act Employment Standards Act

Department:	Employee Services
PIB Title:	Staff First Aid Records
PIB Location:	OurHealth (Prismatic Software)
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; First Aid Information
Users:	Joint Health and Safety Committee Members
Purpose:	WorksafeBC Regulatory requirement, injury prevention purposes
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Vendor Payments
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name; Employee Number;
Users:	Employee Services staff; Pension Corporations; Third-Party Service Providers; Professional Associations; Union Groups
Purpose:	To pay benefit premiums on behalf of employees or remit union dues or contributions to savings or pension where contributions must be allocated to specific individuals identified by employee ID and name or initials.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Workplace Bullying and Harassment Files
PIB Location:	Education Centre
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name; Employee Number; Mailing/ Residential Address; Details re: Workplace Bullying and Harassment; Employment History; Individual's Own Views and Opinions;
Users:	Employee Services staff; Professional Associations; WorkSafe BC; Union Groups; Legal Counsel;
Purpose:	Investigate Bullying and Harassment Reports per Collective Agreement, WorkSafe BC
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Workplace Bullying and Harassment Reports
PIB Location:	OurHealth (Prismatic Software)
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Details re: Workplace Bullying and Harassment;
Users:	Labour Relations
Purpose:	WSBC requirement that employee notify their employer of B&H. Requirement to investigate and resolve.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Employee Services
PIB Title:	Workplace Incident Reports and Incident Investigations
PIB Location:	OurHealth (Prismatic Software)
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Date of Birth
Users:	Health and safety department staff; WorkSafe BC;
Purpose:	WSBC requires employees to submit to their employer information about their workplace injuries or illnesses at work
Legal Authority:	Freedom of Information and Protection of Privacy Act Workers Compensation Act

Department:	Employee Services
PIB Title:	WorkSafeBC claim correspondence
PIB Location:	Education Centre, ourHealth (Prismatic Software);
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Date of Birth; details of workplace injury or illness
Users:	Health and Safety and Wellness department staff; Third-Party Service Providers; Third party claims management company
Purpose:	WSBC send correspondence to the employer regarding claim statuses
Legal Authority:	Freedom of Information and Protection of Privacy Act Workers Compensation Act

Department:	Employee Services
PIB Title:	Recruitment Information
PIB Location:	Education Centre; Make a Future (makeafuture.ca); VSB SharePoint
Individuals Included in PIB:	VSB Employees; External applicants
Type(s) of Personal Information:	Name; Social Insurance Number (SIN); Employee Number; Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Copy of Driver's License/Driver's License Number; Copy of Passport/Other Government ID; Criminal Record Check/Criminal History; Education History; Emergency Contact Details; Employment History; HR Supporting Documents; Qualifications/Certificates
Users:	Employee Services staff; Pension Corporations; Professional Associations; Third-Party Service Providers
Purpose:	To hire staff for the school board
Legal Authority:	Freedom of Information and Protection of Privacy Act Employment Standards Act School Act

Facilities

Department:	Facilities
PIB Title:	Drivers' Abstract
PIB Location:	Grounds Office; VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Driver's Licence Number and Classification; Date of Birth
Users:	Facilities Staff; National Safety Code, ICBC, Labour Relations; Other Public Bodies, Ministries, and/or Government Agencies
Purpose:	As required by National Safety Code to be provided to ICBC or National Safety Code (audit purposes).
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Facilities
PIB Title:	Perfect Mind
PIB Location:	Perfect Mind Server
Individuals Included in PIB:	Community and Commercial Groups
Type(s) of Personal Information:	Name;Mailing/ Residential Address;Personal Email Address;Personal Telephone Number
Users:	Rentals Staff
Purpose:	Issuing Facility Rental contracts
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Facilities
PIB Title:	Staff Directory
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name
Users:	Facilities Staff
Purpose:	To share staff workplace contact information
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Facilities
PIB Title:	Personnel
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Emergency Contact Details; Qualifications/Certificates
Users:	Operations Staff
Purpose:	To contact staff for dispatch and planning for hiring process
Legal Authority:	Freedom of Information and Protection of Privacy Act

Finance

Department:	Finance
PIB Title:	Accounts Payable
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Employees; VSB Vendors;
Type(s) of Personal Information:	Name; Employee Number; Mailing/ Residential Address; Personal Email Address; Financial Information; Vendor's email address;
Users:	Accounting Department staff
Purpose:	Information used for reimbursement of employment related expenses and vendor payments to entities/individuals.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	Accounts Receivable
PIB Location:	Oracle - PeopleSoft
Individuals Included in PIB:	External parties;
Type(s) of Personal Information:	Name; Mailing/ Residential Address; Personal Email Address;
Users:	Accounting Department staff
Purpose:	Entity name, mailing address and email address are used for the purposes of sending the invoice.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	BMO Pcards - Staff
PIB Location:	BMO Server
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number
Users:	Purchasing department staff
Purpose:	Information required for PCard usage
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	Budget - Employee Data
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees;
Type(s) of Personal Information:	Name; Employee Number; Job description, rate of pay, FTE, COA, pay grade, pay step, pay status;
Users:	Budget staff; managers/directors may see in certain reports some personal information for only the employees that report directly to them;
Purpose:	This data is used to prepare budgeted average salaries, variance analysis, financial monitoring, budget/financial implementation/maintenance with Employee Services/payroll, and financial projections.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	Budget - Student Data
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students;
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Designation(s); School Grade;
Users:	Data is interpreted and converted to FTE and funding amounts by category to present to senior team and management during the 1701 (September) enrolment process
Purpose:	This information is provided to budget to prepare funding projections.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	Donations
PIB Location:	Education Centre; KEV Server
Individuals Included in PIB:	External Donors;
Type(s) of Personal Information:	Name; Mailing/ Residential Address; Personal Email Address;
Users:	Accounting Department staff
Purpose:	Donor information received upon receiving donation. Donor information used for issuing tax receipts
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	Food Services staff information
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Position and Wages
Users:	Foods Services Team
Purpose:	To calculate the costs associated with preparing meals in our secondary schools.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	LunchSmart App
PIB Location:	Swype Systems Inc. Server
Individuals Included in PIB:	VSB Students;VSB Employees
Type(s) of Personal Information:	Name; Personal Telephone Number; Personal Email Address; Financial Information;
Users:	Food Services Team
Purpose:	Using online Lunch card/Cash card App to purchase meals through our POS provider
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	Material Services staff information
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name;E mployee Number; Personal Telephone Number; Copy of Driver's License/Driver's License Number; Grievance/LR Incident Information; HR Supporting Documents; Job Evaluation Submission Information; License Plate Number/Vehicle Description; Performance Reviews/Performance Management Documentation; Qualifications/Certificates
Users:	Material Services Supervisor
Purpose:	For department staff to process payroll documents and contact during work hours (personal/work phone numbers).
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	School Accounting Records
PIB Location:	School Office, Education Centre, KEV Server
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members;
Type(s) of Personal Information:	Name; Mailing/ Residential Address; Personal Email Address; Fees levied, status of payment;
Users:	Accounting Department staff
Purpose:	Record of school fees levied and status of payment
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Finance
PIB Title:	VSB Cell Phones
PIB Location:	VSB SharePoint; TELUS Server
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Employee Number
Users:	Purchasing department staff
Purpose:	Information required for issuing VSB cell phone
Legal Authority:	Freedom of Information and Protection of Privacy Act

Learning and Information Technology

Department:	Learning and Information Technology
PIB Title:	Jamf
PIB Location:	Jamf Cloud USA
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number
Users:	LIT Staff
Purpose:	Device Management (configure devices, deploy software and updates, inventory collection) and Endpoint Security (secure devices, detect and prevent security threats, log security events).
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	Microsoft 365
PIB Location:	Microsoft Canadian Cloud
Individuals Included in PIB:	VSB Students;VSB Students' Parents/Guardians/Family members;VSB Employees
Type(s) of Personal Information:	Name; Pupil Number; School Grade; Student Created Work and Submissions
Users:	LIT Staff
Purpose:	Microsoft 365 is a complete cloud-based productivity platform.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	Sophos
PIB Location:	Sophos Cloud Canada
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Pupil Number;Name
Users:	LIT Staff
Purpose:	Endpoint Security (secure devices, detect and prevent security threats, log security events).
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	Book Creator
PIB Location:	Canadian Server
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name; Pupil Number; Photographs/Video of Individuals
Users:	VSB Parents/Guardians; VSB Employees
Purpose:	Work flow and assessment of student work
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	Cherwell/Ivanti
PIB Location:	Cherwell Server
Individuals Included in PIB:	VSB Employees; VSB Students' Parents/Guardians/Family members; VSB Students
Type(s) of Personal Information:	Name; Personal Email Address; Personal Telephone Number; Pupil Number; Employee Number
Users:	LIT Staff
Purpose:	To provide technical support and services as needed
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	FITplanner (Flexible Instruction Time)
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students;VSB Students' Parents/Guardians/Family members;VSB Employees
Type(s) of Personal Information:	Name; Pupil Number;Mailing/ Residential Address; Family/Relationship/Custody Status & Details; School Grade; Employee Number; Personal Education Number (PEN);Personal Email Address
Users:	School Staff; VSB Students;VSB Parents/Guardians
Purpose:	This system is designed to help schools manage and optimize Flex Instructional Time (FIT); a period built into the daily schedule that allows students to have some control over their learning activities.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	Library System - Destiny
PIB Location:	Destiny Library System Server
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name;Pupil Number;Photographs/Video of Individuals;Demographic, Contact Information
Users:	School staff
Purpose:	To track student and teacher book and resource loans, contact students/ parents/ guardians regarding overdue book notices, and librarian access to school information
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Department:	Learning and Information Technology
PIB Title:	My Blueprint - SpacesEDU - My Blueprint+
PIB Location:	myBlueprint Server
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Pupil Number; Personal Education Number (PEN); Age/ Place of Birth; Academic Transcripts; Education History; Educational/Psychological/Behaviour Assessments; Emergency Contact Details; Individual Education Plan(s); Program Applications; Report Cards and Grades; School Grade; Student Created Work and Submissions
Users:	VSB Students;VSB Parents/Guardians
Purpose:	Portfolio System for student work
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	Various student iPad apps
PIB Location:	USA and Canada Cloud
Individuals Included in PIB:	VSB Students
Type(s) of Personal Information:	Name
Users:	School staff; Third party applications
Purpose:	Using applications to perform tasks in school environment
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Learning and Information Technology
PIB Title:	VLN Registration
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students; Non-VSB students
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Copy of Driver's License/Driver's License Number; Copy of Passport/Other Government ID; Designation(s); Family/Relationship/Custody Status & Details; Report Cards and Grades; Proof of residence
Users:	VLN Staff; VSB Students
Purpose:	Allow students to submit VLN course requests.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Printing and Distribution

Department:	Printing & Distribution
PIB Title:	Order/Billing Information
PIB Location:	Education Centre; VSB SharePoint; EFI server
Individuals Included in PIB:	External Printing Customers; VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees; VSB Rightsholders and Stakeholders; VSB Employees' Family Members/Dependents; VSB Trustees
Type(s) of Personal Information:	Name; Personal Email Address; Details re: Workplace Bullying and Harassment; Photographs/Video of Individuals; Report Cards and Grades; Mailing/Residential Address; Personal Telephone Number; Individual's Own Views and Opinions; School Grade; Student Created Work and Submissions
Users:	Printing department staff
Purpose:	Billing purposes - personal information may be displayed in products that were ordered for printing
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Printing & Distribution
PIB Title:	Registered Mail Records
PIB Location:	Education Centre
Individuals Included in PIB:	Out of country student information (name, address)
Type(s) of Personal Information:	Name; Mailing/ Residential Address; Personal Telephone Number
Users:	Printing department staff; Courier Services
Purpose:	Sending student packages (International Education) to their out-of-country address
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Printing & Distribution
PIB Title:	VSB Photo ID Badge Printing
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Employees
Type(s) of Personal Information:	Name; Photographs/Video of Individuals
Users:	Printing department staff
Purpose:	Issuing VSB Employee ID Badge
Legal Authority:	Freedom of Information and Protection of Privacy Act

Risk Management and Privacy Compliance

Department:	Risk Management and Privacy Compliance
PIB Title:	FOI Access Request Database
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Students' Parents/Guardians/Family members; VSB Employees; VSB Trustees; Members of the Public
Type(s) of Personal Information:	Personal and contact information pertaining to individuals
Users:	Risk Management and Privacy Compliance department staff
Purpose:	To facilitate access requests submitted under the Freedom of Information and Protection of Privacy Act
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Risk Management and Privacy Compliance
PIB Title:	Human Rights Complaints Case Files
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Students' Parents/Guardians/Family members; VSB Employees; VSB Trustees; VSB Employees' Family Members/Dependents; Members of the public
Type(s) of Personal Information:	Personal and contact information pertaining to individuals
Users:	Risk Management and Privacy Compliance department staff; legal counsel
Purpose:	To document complaints filed by VSB staff and members of the public regarding alleged violations of employment standards or human rights violations
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Risk Management and Privacy Compliance
PIB Title:	Privacy Breaches
PIB Location:	Education Centre; VSB SharePoint
Individuals Included in PIB:	VSB Students' Parents/Guardians/Family members; VSB Employees; VSB Trustees; VSB Employees' Family Members/Dependents; Members of the public
Type(s) of Personal Information:	Personal and contact information pertaining to individuals
Users:	Risk Management and Privacy Compliance department staff
Purpose:	To address and mitigate privacy breaches that occur at the VSB and implement preventative measures
Legal Authority:	Freedom of Information and Protection of Privacy Act

Secretary Treasurer's Office

Department:	Secretary Treasurer's Office
PIB Title:	Board Information
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Trustees;
Type(s) of Personal Information:	Mailing/ Residential Address;Personal Telephone Number;License Plate Number/Vehicle Description ;
Users:	ST Office Staff
Purpose:	Contact information for mailing documents, license plates for Ed Centre parking
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Secretary Treasurer's Office
PIB Title:	Board Meeting Attendance Log
PIB Location:	VSB SharePoint
Individuals Included in PIB:	Members of the Public
Type(s) of Personal Information:	Name; Signature
Users:	ST Office Staff
Purpose:	To track individuals who attend public board meetings in case of emergency
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Secretary Treasurer's Office
PIB Title:	Public Delegations
PIB Location:	VSB SharePoint
Individuals Included in PIB:	Members of the public who are delegating at a Public Delegation Board meeting
Type(s) of Personal Information:	Name; Personal Telephone Number; Personal Email Address
Users:	ST Office Staff
Purpose:	Delegate contact information required so that the STO and LIT team members can contact/provide delegate with information before they present at a Public Delegation Board meeting.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Secretary Treasurer's Office
PIB Title:	Trustee Financial Disclosure
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Trustees
Type(s) of Personal Information:	Name; Mailing/ Residential Address; Financial Information
Users:	ST Office Staff; Finance Team
Purpose:	Required as per the Financial Disclosure Act.
Legal Authority:	Freedom of Information and Protection of Privacy Act Financial Disclosure Act

Student Information

Department:	Student Information
PIB Title:	ApplyNow
PIB Location:	School Office; VSB ApplyNow Application
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Emergency Contact Details; Family/Relationship/Custody Status & Details; Personal Health Number (PHN); Program Applications; School Grade; Sex/Gender/Pronouns
Users:	Student Information Team
Purpose:	For students to register for school in the VSB
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Student Information
PIB Title:	Elem Choice App
PIB Location:	VSB Elem Choice Application
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; School Grade
Users:	Student Information Team
Purpose:	To apply for a elementary district choice program (in the VSB)
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Student Information
PIB Title:	K-Choice App
PIB Location:	VSB Kchoice Application
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Sex/Gender/Pronouns; School Grade
Users:	Student Information Team
Purpose:	To apply to a District Choice Program (in the VSB)
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Student Information
PIB Title:	MyEducationBC
PIB Location:	MyEducationBC Server
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Designation(s); Education History; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Personal Health Number (PHN); Photographs/Video of Individuals; Report Cards and Grades; School Grade; Sex/Gender/Pronouns; country of birth / language spoken at home / Indigenous Ancestry
Users:	VSB Staff; VSB Students; VSB Parents/Guardians; Other Public Bodies, Ministries, and/or Government Agencies
Purpose:	Student registration (in the VSB); Student records; Scheduling

Legal Authority:

Freedom of Information and Protection of Privacy Act

Department:	Student Information
PIB Title:	Student Records
PIB Location:	School Office
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees
Type(s) of Personal Information:	Name; Employee Number; Pupil Number; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Academic Transcripts; Designation(s); Education History; Emergency Contact Details; Family/Relationship/Custody Status & Details; Individual Education Plan(s); Medical/Psychological History and Information; Personal Health Number (PHN); Photographs/Video of Individuals; Report Cards and Grades; School Grade; Sex/Gender/Pronouns; country of birth / language spoken at home / Indigenous Ancestry
Users:	Student Records Staff; VSB Students; VSB Parents/Guardians; Other Public Bodies, Ministries, and/or Government Agencies
Purpose:	Student registration (in the VSB); Student records; Scheduling

Legal Authority:

Freedom of Information and Protection of Privacy Act

Department:	Student Information
PIB Title:	Waitlist Tool
PIB Location:	VSB Waitlist Tool Application
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Pupil Number; Date of Birth; Personal Email Address; Sex/Gender/Pronouns; School Grade
Users:	Student Information Team
Purpose:	To manage student applications in waitlist order.
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Student Information
PIB Title:	Cross Boundary App
PIB Location:	VSB Cross Boundary Application
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members
Type(s) of Personal Information:	Name; Personal Education Number (PEN); Date of Birth; Age/ Place of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Program Applications; Sex/Gender/Pronouns; School Grade
Users:	Student Information Team
Purpose:	For students to apply cross boundary to a non-catchment school (in the VSB)
Legal Authority:	Freedom of Information and Protection of Privacy Act School Act

Superintendent's Office

Department:	Superintendent's Office
PIB Title:	Communications
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students; VSB Students' Parents/Guardians/Family members; VSB Employees; VSB Trustees; VSB Rightsholders and Stakeholders
Type(s) of Personal Information:	Name; School Grade; Photos and videos; Sex/Gender/Pronouns; Student Created Work and Submissions
Users:	VSB Students; VSB Parents/Guardians; VSB Trustees; Other Public Bodies, Ministries, and/or Government Agencies
Purpose:	For website stories, social channels, hub, media stories, and engagement and survey platforms
Legal Authority:	Freedom of Information and Protection of Privacy Act

Department:	Superintendent's Office
PIB Title:	Superintendent Office staff listing for emergency contact information
PIB Location:	VSB SharePoint
Individuals Included in PIB:	VSB Students' Parents/Guardians/Family members;VSB Employees;VSB Trustees;VSB Employees' Family Members/Dependents
Type(s) of Personal Information:	Name; Date of Birth; Mailing/ Residential Address; Personal Telephone Number; Personal Email Address; Emergency Contact Details; Medical/Psychological History and Information; Photographs/Video of Individuals
Users:	VSB Senior Team
Purpose:	Emergency contact information, contact lists for VSB staff (contacts app), pictorial admin booklet - require information to perform some operational tasks
Legal Authority:	Freedom of Information and Protection of Privacy Act