



# PERSONAL INFORMATION BANK

A directory of personal information collected and maintained by the  
Vancouver Board of Education, School District #39

## Definitions

Department:	The organizational unit or units with responsibility for custody of the records.
Location:	Physical site or sites at which the records are kept. Note that not all similar locations, example departments, schools, may necessarily maintain any specific bank.
Individuals in Bank:	The individual whom the information is about.
Type(s) of Personal Information Collected:	Description of the type of information.
Purpose:	The reason that the information is collected and required.
User:	Self-explanatory
Authority for Collection:	Any collection of personal information must be authorized by the <i>Freedom of Information and Privacy Act</i> . As well as permitting collection for certain purposes, the Act allows collection if authorized under another statute. Accordingly, most of the personal information collected by the District is pursuant to the <i>School Act</i> .

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**Department:**

Education

**Personal Information Name:**

Aboriginal Self Identification Forms

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Student name, Demographic, Contact and Residency Information, Parent Names and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track student information, progress and formulate individualized programs

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Accounting Files - Learning Services

**Personal Information Location:**

Learning Service Office

**Individuals in Bank:**

District and Learning Services Staff

**Type(s) of Personal Information Collected:**

Demographic and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Track purchases, teacher teaching, on call bookings and charges (meeting coverage), contracted work (specialists) etc.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15 (1), 79 and 88 (1)

**Personal Information is used by and/ or disclosed to:**

Administrator and Clerical Staff



**Department:**

Education

**Personal Information Name:**

Accounts Payable

**Personal Information Location:**

PeopleSoft, School Accounting file cabinet

**Individuals in Bank:**

School staff, Parent/ Guardian(s), Students

**Type(s) of Personal Information Collected:**

Name and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Reimbursement of employment related expenses and vendor payments to individuals.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- Employment Standards Act, Section 28

**Personal Information is used by and/ or disclosed to:**

School and District Accounting Department





**Department:**

Education

**Personal Information Name:**

Applications for student Transportation - Learning Services

**Personal Information Location:**

Purchasing

**Individuals in Bank:**

Students, Parent/Guardian(s) receiving transportation of service or allowance

**Type(s) of Personal Information Collected:**

Name, Demographic, Education, Medical, Physical or Behavioral and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To determine eligibility, schedule transportation, maintain up-to-date information in case of emergency

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 170

**Personal Information is used by and/ or disclosed to:**

Transportation contact, contractor providing service



**Department:**

Education

**Personal Information Name:**

Archived Paper Files

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students, Staff, Parent/ Guardian(s), Alumni, General Public

**Type(s) of Personal Information Collected:**

Name and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

For reference

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Bus Route Optimization - Learning Services

**Personal Information Location:**

Learning Services - Garibaldi, First Student

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Contact and Relationship Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Bussing Request

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Class Placement Requests

**Personal Information Location:**

Administrator's Office

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Student Name, Designation and/ or Description of Learning Needs, Parent/ Guardian Names

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To assist in student classroom placement

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

Administrator and Teachers



**Department:**

Education

**Personal Information Name:**

Classroom Emergency Packages

**Personal Information Location:**

Classrooms

**Individuals in Bank:**

Student, Parent/Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Contact and Medical Information, Contact Information for Parents/ Guardians and Emergency Contacts

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To have student information available in the event of an emergency

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Community School Team Out of School Time Program Registration Forms

**Personal Information Location:**

Electronic Database held on OneDrive

**Individuals in Bank:**

Students, Parent/ Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, PEN, Contact Information, Medical Information, Emergency Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Registration of students for Out of School Time programs includes parent/guardian and emergency contact information

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

Community School Coordinators, Community School Programmers, Community School Program Leaders, Community School volunteers; Disclosed to vetted Partner Agencies when a third party referral form is consented to



**Department:**

Education

**Personal Information Name:**

Course Selection Forms

**Personal Information Location:**

Counsellor's Offices, School Office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Demographic Information and Course Selection, Parent/ Guardian(s) Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Students selection of courses for the following school year

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Cross Boundary Applications

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Parents/Guardians Name and Contact Information, Parent/ Guardian Signature

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect and track cross boundary student applications

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees





**Department:**

Education

**Personal Information Name:**

Emergency Procedures

**Personal Information Location:**

Classrooms

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name and Student Number

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Emergency preparedness

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Employee Emergency Contacts

**Personal Information Location:**

School Office

**Individuals in Bank:**

VSB Employees, Spouses and Emergency Contacts

**Type(s) of Personal Information Collected:**

Staff Personal Contact and Medical Information, Vehicle Information, Spouse and/ or  
Emergency Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To maintain staff contact information, medical, spouse and emergency contact  
information to be accessed in the event of an emergency.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary  
for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Employee Files - West Coast Secondary School (formerly VASS)

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

VSB (West Coast Secondary School (VASS)) Staff

**Type(s) of Personal Information Collected:**

Emergency Contact Information, Medical Information, Communications when necessary

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To maintain an historical reference of employee records, to have access to emergency and medical information if needed, to allow supervisors to administer their areas of responsibility

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Administrators



**Department:**

Education

**Personal Information Name:**

Employee On Call Sign-In

**Personal Information Location:**

School Office

**Individuals in Bank:**

On Call Employees

**Type(s) of Personal Information Collected:**

Name, Contact Information, Employee Number, Absent Staff Name, Date and Time

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track attendance

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15 (1)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Employee Records

**Personal Information Location:**

Administrator's Office

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Education, Employment, Leaves, Health, Contact and Incident Information, Certifications

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document employment information, work history, job evaluation and disciplinary information

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15

**Personal Information is used by and/ or disclosed to:**

Administrators



**Department:**

Education

**Personal Information Name:**

Fieldtrip Consent Forms

**Personal Information Location:**

School Office, Classroom and with the Teacher

**Individuals in Bank:**

Students, Parent/Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Medical Information, Parent/ Guardian Name, Contact Information and Consent, Emergency Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To obtain consent for fieldtrips and have emergency contact information available when on fieldtrips

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

First Aid Records

**Personal Information Location:**

First Aid Room/ Office Files

**Individuals in Bank:**

VSB Employees, Students, Sports Team Coaches, Other Individuals

**Type(s) of Personal Information Collected:**

Name, Student Number (If Applicable), Nature of Injury, Exposure or Illness and Treatment Provided

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track and record first aid administration

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- OHS Reg s. 3.19

**Personal Information is used by and/ or disclosed to:**

First Aid Attendant, Site Supervisor, Joint Health and Safety Committee, Employee Services, WorkSafeBC, Parents/ Guardians, District - School Protection Program



**Department:**

Education

**Personal Information Name:**

French Immersion Applications

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students, Parent/Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Medical, Educational, Citizenship and Guardianship

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect and track student registration applications for French Immersion

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees





**Department:**

Education

**Personal Information Name:**

Health and Safety - Incident Reports

**Personal Information Location:**

Administrator's Office

**Individuals in Bank:**

VSB Employees, Witnesses

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Incident and Medical Information, Witness Names

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To maintain records of workplace injuries, near misses and follow-up on reports received

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Administrator, Employee Services, Health and Safety Committee, Unions, WorkSafeBC



**Department:**

Education

**Personal Information Name:**

Health and Safety Meeting Minutes and Agendas

**Personal Information Location:**

Administrator's Office and School Office

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Employment Information, Details of Concern or Incident

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Maintain records in compliance with WorkSafe regulations

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- OHS Reg, Section 3.19

**Personal Information is used by and/ or disclosed to:**

VSB Employees, District Health and Safety Committee



**Department:**

Education

**Personal Information Name:**

Indigenous Achievement Awards

**Personal Information Location:**

Indigenous Education

**Individuals in Bank:**

Students, Parent/ Guardian(s), Community Members

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Medical, Custody and Residency Information, Employment Information (including SIN), Award Nominations, Education Information, Communication Between School and Parent/Guardian(s)

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Maintain records of students who are nominated for and recipients of Indigenous Achievement Awards. Artwork and submissions for the Aboriginal Education Logo contest for Elementary and Secondary students. Track student participation for Audit purposes.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Sections 79(3) 81, 106.3, 106.4 and 117

**Personal Information is used by and/ or disclosed to:**

Indigenous Education Department Staff, Teachers, School Support Staff



**Department:**

Education

**Personal Information Name:**

Indigenous Education Archives

**Personal Information Location:**

Indigenous Education

**Individuals in Bank:**

Former Students, Parent/ Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Medical, Residency and Custody Information, Social Insurance Numbers and Emergency Contact Information, Education Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To provide historical and archival records as required by the Ministry of Education.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Sections 79(3) 81, 106.3, 106.4 and 117

**Personal Information is used by and/ or disclosed to:**

Indigenous Education Department Staff



**Department:**

Education

**Personal Information Name:**

Interview Notes and Resumes

**Personal Information Location:**

Administrator's Office

**Individuals in Bank:**

Employees and Perspective Employees

**Type(s) of Personal Information Collected:**

Name, Contact Information, Interview and Work History

**Purpose for Collection, Use, and Disclosure of Personal Information:**

For interviews and hiring

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15

**Personal Information is used by and/ or disclosed to:**

Administrator and Interview Committee Members



**Department:**

Education

**Personal Information Name:**

Musical Instrument Rental Form

**Personal Information Location:**

Music Rooms

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name and Contact Information for Student and Parent/ Guardian(s)

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Instrument rental contract between student and school

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 82.3

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Pathways Student Data

**Personal Information Location:**

Enhanced Services

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Pupil and Personal Education Number, Attendance Information and Report Cards

**Purpose for Collection, Use, and Disclosure of Personal Information:**

For student registration and participation in the Pathways Program.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

Pathways Canada/ Pacific Community Resources Society staff, VSB Employees



**Department:**

Education

**Personal Information Name:**

Permanent Student Records

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Demographic Information, Enrolment Record of Schooling, Attendance and Academic Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Track student information as required by the School Act

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79(3), 81 and 168(2)(t) and (k)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Current and Past Students – upon request, 3rd Parties – with consent





**Department:**

Education

**Personal Information Name:**

Pictorial Directory

**Personal Information Location:**

School Office, Administrator's Offices, Counsellors Offices

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Photo, Grade, Student Number and Homeroom

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Visual reference of students for identification

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Reunification Authorization

**Personal Information Location:**

School Office, Earthquake Bin

**Individuals in Bank:**

Students, Parent/ Guardian(s) and Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Contact Information and Consent

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Student safety and family reunification in the event of an emergency

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Safe and Caring Schools Student Files - Learning Services

**Personal Information Location:**

Learning Services - Garibaldi

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Individual Education Plan (IEP's), Medical, Safety Plan, Custody Information, Educational Assessments, Communication Letters, Support Services, Correspondence and Incident Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track student information, progress and formulate individualized student programs

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 75, 79 (3), 85 (2), 88

**Personal Information is used by and/ or disclosed to:**

Administrators, Teachers and Teacher Support Staff



**Department:**

Education

**Personal Information Name:**

Safe and Caring Schools Support Staff Binders - Learning Services

**Personal Information Location:**

Learning Services - Garibaldi

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Individual Education Plan (IEP's), Medical, Safety Plan, Custody Information, Educational Assessments, Communication Letters, Support Services, Correspondence and Incident Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track student information, progress and formulate individualized student programs

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 75, 79 (3), 85 (2), 88

**Personal Information is used by and/ or disclosed to:**

Administrators, Teachers and Teacher Support Staff



**Department:**

Education

**Personal Information Name:**

Scholarship Applications

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Student number, Homeroom, PEN and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Student applications for school-based scholarships

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

School Accounting

**Personal Information Location:**

School Office, storage room

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Student Number, Grade, Parent/ Guardian Signature

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To keep track of cheque payments, deposits and accounting information

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

School Based Team Minutes

**Personal Information Location:**

School Office, Resource Teacher's room

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Demographic Information, Student Number

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To record and document the school based team meetings

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Outside Agencies who have authorized release of information



**Department:**

Education

**Personal Information Name:**

School Psychologist Student Files - Learning Services

**Personal Information Location:**

Learning Services - Thunderbird, Pearson - Q Global, Q Interactive, PAR INC, WJ Compuscore, Department Desktop scoring computer

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Individual Education Plan (IEP's), Medical, Safety Plan, Custody Information, Educational Assessments, Communication Letters, Support Services, Correspondence and Incident Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track student information, progress and formulate individualized student programs, requirement to store student psych ed records

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 75, 79 (3), 85 (2), 88

**Personal Information is used by and/ or disclosed to:**

Administrators, Teachers (including support teachers), School Psychologist, Teacher Support Staff





**Department:**

Education

**Personal Information Name:**

Sign in and out binders

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students, Staff, Visitors

**Type(s) of Personal Information Collected:**

Name, Division Number, Parent/ Guardian Name and Date and Time and Reason, Employee and Visitor name, Employee number, Date and Time of Arrival/ Departure, Signatures

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Tracking system for students arriving late and leaving school early, employees signing in, visitors and on-call employees

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Sports Team Permission Forms

**Personal Information Location:**

Classrooms of coaches

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic, Student Number, Medical Information, Student and Parent/  
Guardian Signatures

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Permission from parents for students to participate in a sports team

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Coaches



**Department:**

Education

**Personal Information Name:**

Staff After Hours Log In

**Personal Information Location:**

Engineer's Office

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To log VSB Employees who stay at the school late

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15 (1)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Staff emergency Contact Information - Community School Team

**Personal Information Location:**

Binder, held in Learning Services with Administrative Assistant

**Individuals in Bank:**

VSB Employees, Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Contact Information, Hospital Preference, Medical Concerns

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Contact for staff in the event of an emergency

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Manager or Site Supervisor (e.g. Principal) in the event of an emergency



**Department:**

Education

**Personal Information Name:**

Staff First Aid Record

**Personal Information Location:**

Administrator's Office

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic and Medical Information, Injury Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To record employee injuries

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Staff Sign-In

**Personal Information Location:**

School Office

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track attendance

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15 (1)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Student Confidential File (Red File)

**Personal Information Location:**

School Office, Resource Teacher's room

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Demographic, Medical Reports and Information, School Based Team Minutes, Assessments and Teachers Notes

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To maintain documents to support student designation

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Outside Agencies who have authorized release of information



**Department:**

Education

**Personal Information Name:**

Student First Aid Records

**Personal Information Location:**

First Aid Room

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Student Number, Injury Type and Details, First Aid Action

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To log student injuries and administration of first aid treatment

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Emergency Medical Personnel when required





**Department:**

Education

**Personal Information Name:**

Student Medical Information

**Personal Information Location:**

School Office, First Aid Room, Staff Room, Health and Safety Board, Classrooms

**Individuals in Bank:**

Students, Parent/ Guardian(s) and Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Grade, Photo, Medical Information, Parent/ Guardian (s) and Emergency Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To have medical information and student identification information available when needed, record medications and directions for use

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Medical personnel as required



**Department:**

Education

**Personal Information Name:**

Student Permission Forms (CASL, Media, AUP, Verification)

**Personal Information Location:**

School Office, Photocopy room

**Individuals in Bank:**

Students, Parent/ Guardian(s) and Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Student Number, Homeroom, Contact Information, Parent/ Guardian(s) Name, Contact Information and Signatures, Emergency Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Maintain current student information and permissions, Federal, Ministerial, District and school requirement

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Student Records

**Personal Information Location:**

School Office, MyEd

**Individuals in Bank:**

Students, Parent/ Guardian(s) and Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Citizenship and Residency Information, Custody and Medical Information, Education History, Contact Information for Parent/ Guardian(s) and Emergency Contacts

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Student registration, tracking information, maintain current student information and permissions, Ministerial, District and school requirement

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Student Records - Adult Education

**Personal Information Location:**

Physical Sites, Outlook, AS400, Arion, MyEd

**Individuals in Bank:**

Students, Parent/ Guardian(s) and Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Educational, Health, Contact Information, Emergency Contact Information, Citizenship and Status in Canada

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Compliance with Ministerial Orders

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, third party on a student consent basis,



**Department:**

Education

**Personal Information Name:**

Student Records - District Reception and Placement Centre

**Personal Information Location:**

DRPC and MyEd

**Individuals in Bank:**

Students, Parent/ Guardian(s), Emergency Contacts, and English Speaking Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Citizenship and Residency Information, Custody and Medical Information, Education History, Contact Information for Parent/ Guardian(s) and Emergency Contacts

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Registration, Funding eligibility, Understanding Academic history, Program administration

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Student Records - Early Learning

**Personal Information Location:**

Early Learning Department, StrongStart Centres, MyEd

**Individuals in Bank:**

Students, Parent/ Guardian(s), Emergency Contacts and Caregivers

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Citizenship, Custody and Medical Information, Education History, Contact Information for Parent/ Guardian(s) and Emergency Contacts

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Program Registration, attendance tracking

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Student Records - Indigenous Education

**Personal Information Location:**

MyEd, AIMS, Indigenous Education

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Citizenship and Residency Information, Custody and Medical Information, Education History, Contact Information for Parent/Guardian(s) and Emergency Contacts

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Archived for 1701 data collection and purposes to meet guidelines for funding by Ministry of Education

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

Used by the schools and Indigenous Education staff



**Department:**

Education

**Personal Information Name:**

Student Records - International Education

**Personal Information Location:**

International Education Department

**Individuals in Bank:**

Current and Former International Education Students, Parent/ Guardian(s), Emergency Contacts, Homestay Families, Custodian and Referring Agent

**Type(s) of Personal Information Collected:**

Name, Demographic, Education and Medical Information, Passport Information, Study Permit and Photograph, Parent/ Guardian Personal and Financial Information, Homestay Family Information, Custodian Information, Referring Agent Personal and Financial Inform

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To review and maintain the documentation that the program requires international students to submit to the Vancouver School Board. The international department maintains information on student applicants, current and recently graduated or departed student

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3); Immigration Canada

**Personal Information is used by and/ or disclosed to:**

International Education Department Employees, School Employees, Medical Services Plan, Private Insurance Company, Referring Agents, Homestay Families, Custodian







**Department:**

Education

**Personal Information Name:**

Student Records - Summer School

**Personal Information Location:**

Physical Sites, Outlook, AS400, MyEd

**Individuals in Bank:**

Students, Parent/ Guardian(s) and Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Educational, Health and Contact Information, Emergency Contact Information, Citizenship and Status in Canada

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Compliance with Ministerial Orders

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Third party on a student consent basis,



**Department:**

Education

**Personal Information Name:**

Student Records - West Coast Secondary School (formerly VASS)

**Personal Information Location:**

Education Centre, program sites

**Individuals in Bank:**

Students, Parents (foster and biological), Guardians

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Academic History, Schooling History, Personal Circumstances Related to Living and Health, Court-Ordered Documents

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Registration, Ministry Funding, Reporting Student Progress, Academic Program Planning, Shared Information with Partner Agencies as per MOU with MCFD for additional student supports in the area of health and wellness.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3); Memorandum of Understanding with the Ministry of Children and Family Development;

**Personal Information is used by and/ or disclosed to:**

VSB Employees (admin, teachers and support staff) and partner agency staff (when appropriate) according to the Memorandum of Understanding with MCFD



**Department:**

Education

**Personal Information Name:**

Student Safety Plans

**Personal Information Location:**

School office, classrooms and TOC folders

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Photo, Grade, Student Number and Homeroom, Individual Safety Plan Information, Parent/ Guardian(s) Name and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

For employee awareness of potential student issues

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Student Support Confidential File

**Personal Information Location:**

School Office, Learning Services - Garibaldi, Education Centre - historical files, Resource teacher files

**Individuals in Bank:**

Students, Parents/ Guardians

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact and Medical Information, Individual Education Plan (IEP's), Safety Plan, Custody Information, Educational Assessments, Communication Letters, Support Services, Correspondence and Incident Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track student information, progress, and formulate individualized programs

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Sections 75, 79 (3), 85 (2), 88

**Personal Information is used by and/ or disclosed to:**

School/ District Administration, Resource Teachers, Clerical Staff



**Department:**

Education

**Personal Information Name:**

Student Transfer In and Out Binder

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Date of Birth, Grade, Student Number and Transfer Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track the transfer of students to and from school

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Team Lists

**Personal Information Location:**

Classrooms, Coaches

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name and Student Number

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Contact information regarding team players

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Transcripts

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Demographic information and Final Grades

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Historical records of student marks

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees and Students





**Department:**

Education

**Personal Information Name:**

Transfer Forms

**Personal Information Location:**

School Office

**Individuals in Bank:**

Students, Parents/ Guardians, Emergency contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Medical, Educational, Citizenship and Guardianship

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track and process student transfers within the VSB

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Violent Threat Risk Assessment

**Personal Information Location:**

Administrators office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Student Number, Behaviour Details

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To obtain and track information about a student's aggressive or serious behavior

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 79 (3)

**Personal Information is used by and/ or disclosed to:**

Principal/Vice Principal, School-Based Team/Inclusion Consultant, Learning Services (Special Education), Counsellors, Employee Services



**Department:**

Education

**Personal Information Name:**

Volunteer Driver Forms

**Personal Information Location:**

School Office

**Individuals in Bank:**

Volunteer Drivers

**Type(s) of Personal Information Collected:**

Name, Contact Information, Driver's License, Vehicle and Insurance Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To ensure volunteer drivers meet Board of Education requirements

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Volunteers

**Personal Information Location:**

School and Administrator's Office, Education Centre, District Reception and Placement Centre (DRPC)

**Individuals in Bank:**

Individual Volunteers

**Type(s) of Personal Information Collected:**

Contact and Resume Information, Criminal Record Checks, Volunteer Conduct Agreements

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To ensure volunteers meet District requirements, communicating with volunteers and coordinating schedules

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

VSB Employee Registry

**Personal Information Location:**

School Office

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Position, In and Out times

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track VSB Employees visiting the school site

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Education

**Personal Information Name:**

Work Experience Forms

**Personal Information Location:**

Classrooms

**Individuals in Bank:**

Students, Emergency Contacts

**Type(s) of Personal Information Collected:**

Student Resume, Cover Letter, Emergency Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Student applications for work experience placement

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Work Experience Placement Locations



**Department:**

Education

**Personal Information Name:**

Yearbooks

**Personal Information Location:**

School Office, library, photo and yearbook providers (as approved by the District)

**Individuals in Bank:**

School Staff and Students

**Type(s) of Personal Information Collected:**

Name, Photo, Grade and Division, Staff Photos and Name

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Historical Reference

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

All school staff and students, photo and yearbook providers (as approved by the District)



**Department:**

Communications

**Personal Information Name:**

Photos of Students and Employees

**Personal Information Location:**

Communications Department File

**Individuals in Bank:**

Students, VSB Employees

**Type(s) of Personal Information Collected:**

Photos

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To use photos for the VSB website and social media

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Public Facing website and social media





**Department:**

Employee Services

**Personal Information Name:**

Aggressive/ Serious Behaviour Log

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name and PEN

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To obtain and track information about a student's aggressive or serious behavior

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Principal/Vice Principal, School-Based Team/Inclusion Consultant, Learning Services (Special Education), Employee Services



**Department:**

Employee Services

**Personal Information Name:**

Attendance Support File

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Position, Union Group, Monthly Attendance Records, Communication Logs, Notes from Attendance Support Meetings, Letters Relating to Employee's Program Participation

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track and store information regarding employee's attendance records for purposes of supporting employees in the attendance support program

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15 (1), Employment Standards Act, Collective Agreements

**Personal Information is used by and/ or disclosed to:**

ASP Advisor, ASP Data Analyst and Wellness Manager. Attendance Record and Summary Sheet is provided to Employees Immediate Supervisor



**Department:**

Employee Services

**Personal Information Name:**

Benefit Enrollment

**Personal Information Location:**

Filing cabinets at the Education Centre - Payroll & Benefits, Digital Files saved in the Benefits team shared folder on VSB network

**Individuals in Bank:**

VSB Employees and their Dependents

**Type(s) of Personal Information Collected:**

Name, Demographics, Personal Health Number, Social Insurance Number and Contact Information, Dependent's Name, Birthdate, Personal Health Number, Gender

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To enroll employees and their dependents in group benefits.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- Individual Benefit Provider Contract Policy administration, Pension Act , Ministry of Health for MSP administration

**Personal Information is used by and/ or disclosed to:**

Ministry of Health – Medical Services Plan, Pacific Blue Cross - Extended Health & Dental coverage & BC Life, Public Employee Benefits Trust – Extended Health & Dental coverage for C407, C15 IUOE 963 members, Pension Corporation of BC , Great West Life,



**Department:**

Employee Services

**Personal Information Name:**

Benefit Vendor Payments

**Personal Information Location:**

Accounts Payable

**Individuals in Bank:**

VSB Employees who have benefit coverage and their spouse and or dependents

**Type(s) of Personal Information Collected:**

Name, Employee ID, Social Insurance Number, Earning, Contributions, Employment Status and Occupation, Hire Date, Demographic Information, Dependent and Spouse Names and Birthdates

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Ensure employee coverage is maintained on a premium paying basis for Pacific Blue Cross, Medical Services Plan of BC, Desjardins, Great West Life, Industrial Alliance or posted to individual account accurately for contributions to Deferred Savings and Pen

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act s. 15 (1)

**Personal Information is used by and/ or disclosed to:**

Employee Services, Benefit Vendors - Desjardins, Public Education Benefits Trust, BC Life, Great West Life, Industrial Alliance, Pacific Blue Cross, Medical Services Plan of BC, Vancouver Employee Savings Plan, CUMIS



**Department:**

Employee Services

**Personal Information Name:**

Employee Files

**Personal Information Location:**

Education Centre - Employee Services

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic Information, Position Transfers and Promotions, Education, Certification, Job Evaluations

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To store information for employment records, leaves of absence, qualifications and training, employment status, employment history.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act Section 15(1), Employment Standards Act, Collective Agreements

**Personal Information is used by and/ or disclosed to:**

Employee Services, Supervisors



**Department:**

Employee Services

**Personal Information Name:**

Employee Safety Plan

**Personal Information Location:**

Schools, Employee Services

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Date of Birth, Student Health and Behaviour Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To identify risks and safety strategies for working with students with challenging behaviours

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Principal/Vice Principal, School-Based Team/Inclusion Consultant, Learning Services (Special Education), Employee Services



**Department:**

Employee Services

**Personal Information Name:**

Excel Files

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic Information, Work Locations, Qualifications, Experience, Certifications, Pay Grid Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Storage of information to create letters to employees and to assist in Staffing workflows.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act Section 15(1), Collective Agreements

**Personal Information is used by and/ or disclosed to:**

Employee Services Staff, Supervisors, Union



**Department:**

Employee Services

**Personal Information Name:**

First Aid Records

**Personal Information Location:**

Employee Services - Health and Safety, schools

**Individuals in Bank:**

VSB Employees, Students

**Type(s) of Personal Information Collected:**

Name, Nature of Injury, Exposure, or Illness and Treatment Provided

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To keep record first aid treatment administered

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

First Aid Attendant, Site Supervisor, Joint Health and Safety Committee, Employee Services, WorkSafeBC





**Department:**

Employee Services

**Personal Information Name:**

Grievance Case Files

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Grievance Information filed by the Union against the VSB

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Collective Agreement

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Labour Relations, Unions, VSB Employees



**Department:**

Employee Services

**Personal Information Name:**

Health and Safety New Member Committee Training Records

**Personal Information Location:**

Employee Services - Health and Safety

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Employee Names

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To keep record of new members who have received Joint Health & Safety Committee training as per WorkSafeBC regulation

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Employee Services



**Department:**

Employee Services

**Personal Information Name:**

Health Leave Case Files

**Personal Information Location:**

Employee Services - Health and Safety

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Job Information, Medical Nature of Illness, and Prognosis, Employees' Abilities/Restrictions, Gradual Return to Work Schedule, WorkSafeBC Claim Information, Short and Long Term disability Information, Case File Notes

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Medical information required to determine eligibility for both full and Partial Health Leaves, as well as information around accommodation requests, to assist in identifying modified work and accommodation opportunities.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Wellness Team, Employee Services



**Department:**

Employee Services

**Personal Information Name:**

Hearing Test Records

**Personal Information Location:**

Employee Services - Health and Safety

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic Information, Hearing Assessment

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To keep record of employees who received hearing tests

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Employee Services



**Department:**

Employee Services

**Personal Information Name:**

Job Evaluation Files

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Information Related to Submission of a Job Evaluation

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Collective Agreement

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Labour Relations, Unions, VSB Employees



**Department:**

Employee Services

**Personal Information Name:**

Joint Health & Safety Meeting Minutes

**Personal Information Location:**

Employee Services, schools

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Employee Names

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To develop and review health and safety policies, procedures and systems, and address health and safety matters as a requirement under WorkSafeBC

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Site Health and Safety Committee, Employee Services, WorkSafeBC



**Department:**

Employee Services

**Personal Information Name:**

Online Databases - Online Application Management System (OAMS) and School Organization Assistant (SOA)

**Personal Information Location:**

Servers at Education Centre

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Positions Applied, Education and Certification, Work History, Assignments, Post and Fill Information (I.e. shortlisted, interviewed, offer, acceptance)

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To store information for internal competitions and school organizations

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15(1), Collective Agreements

**Personal Information is used by and/ or disclosed to:**

Employee Services Staff, Supervisors



**Department:**

Employee Services

**Personal Information Name:**

Paper Forms

**Personal Information Location:**

Education Centre - Employee Services - Staffing

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Work Location, Positions Applied for, Allowances and Premiums.

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect employee requests and to verify and validate employee schedules and allowances

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, Section 15(1); Employment Standards Act; Collective Agreements

**Personal Information is used by and/ or disclosed to:**

Employee Services





**Department:**

Employee Services

**Personal Information Name:**

Payroll Records

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

Current and Inactive VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Social Insurance Number, Taxation Exemption, Banking Information, Benefit Application Forms, Voluntary Deductions, Union Card, Garnishee Orders, Special Letters for Canada Revenue Agency, Compensation, Wages, Ded

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To comply with legislation around employer's responsibility to maintain records for payroll, Record of Employment, tax slips and banking information for pay purposes

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- Employment Standards, Section 28, Collective Agreements - CUPE 15, CUPE 407, IUOE 963, BCTF, VTF, Trades specific and exempt associations PASA, BCPVPA, VASSA, VEPVPA

**Personal Information is used by and/ or disclosed to:**

Canada Revenue Agency, Service Canada Record of Employment, Workers Compensation, Employer Health Tax, Unions, VSB Employees





**Department:**

Employee Services

**Personal Information Name:**

PeopleSoft Human Capital Management System (HCMS)

**Personal Information Location:**

Server storage at Telus Kamloops Data Centre or back-up server is at Telus Calgary Data Centre

**Individuals in Bank:**

VSB Employees and Dependents, Persons of Interest (Trustees), Contingent Workers (Consultants)

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Social Insurance Number, Personal Health Number, Dependent(s) and their Birthdate(s) and Personal Health Number(s)

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To store information for employment records, compensate employees, retain benefit coverage information, leaves of absence, assigned work locations, qualifications and training, employment status, vacation entitlement date, employment history.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- Canada Revenue Agency, Service Canada, Pension Corporation, Workers Compensation Board, Employment Standards Act, Collective Agreement compliance

**Personal Information is used by and/ or disclosed to:**



**VANCOUVER BOARD OF EDUCATION**

Personal Information Bank

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Canada Revenue Agency (T4 and T4A slips and T2200), Pension Corporation if enrolled in a pension plan , Service Canada (Record of Employment), Benefit Carriers (if enrolled in benefits), Unions/Associations (if members), Vancouver Employee Savings Plan (V



**Department:**

Employee Services

**Personal Information Name:**

Recruitment Management System

**Personal Information Location:**

Human Resources Department, Make a Future website

**Individuals in Bank:**

Current and Former Employees, Current and Former Student Workers, Practicum Students, Private Citizens

**Type(s) of Personal Information Collected:**

Employment History and Application, Biographical Information, Certificates (e.g. teaching, TQS, EA program), Transcripts, Assessment Results (e.g. Office testing), Criminal Record Check Results. For Practicum Students, we have their names and practicum s

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track employment competitions and maintain current and historical information on active and former employees. To organize practicum placements for Educational Assistants and Student Teachers.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) – For each employee, an employer must keep records of the following information: (a) – the employee’s name, date of birth, occupation, telephone number and residential address

**Personal Information is used by and/ or disclosed to:**

Employee Services





**Department:**

Employee Services

**Personal Information Name:**

Violence in the Workplace Risk Assessment

**Personal Information Location:**

Employee Services, schools

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Employee Names

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To review the physical environment of a work site and measures and procedures for addressing workplace violence risks

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Site Health and Safety Committee, Employee Services



**Department:**

Employee Services

**Personal Information Name:**

VSBC Health and Safety Online Accident/ Incident Investigation

**Personal Information Location:**

Employee Services - Health and Safety

**Individuals in Bank:**

VSBC Employees

**Type(s) of Personal Information Collected:**

Name, Nature of Injury or Disease

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To obtain details of workplace accidents/ incidents for further investigation and to identify and ensure implementation of corrective actions in accordance with WorkSafe BC regulation.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- WCA s.174(4), WCA s.175(2), WCA s.176(2)

**Personal Information is used by and/ or disclosed to:**

Principal/Vice Principal, School-Based Team/Inclusion Consultant, Learning Services (Special Education), Employee Services





**Department:**

Employee Services

**Personal Information Name:**

Workplace Bullying and Harassment Report

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

VSB Employees, students, parents, witnesses

**Type(s) of Personal Information Collected:**

Name, Description of Workplace Bullying and Harassment

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To obtain information for further investigation about inappropriate conduct or comments by a person towards an employee

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- WCA s.174 (4) investigation/witness information, WCA s. 175 (2) incident report and investigation

**Personal Information is used by and/ or disclosed to:**

Site Supervisor, Employee Services



**Department:**

Employee Services

**Personal Information Name:**

WorkSafeBC Claim Correspondence

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Personal Health Number, Social Insurance Number, Nature of Injury or Disease and Employee Conduct

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To obtain information about employees' workplace injuries or occupational diseases for the investigation, reporting, and ongoing management of claims in compliance with WorkSafeBC regulation

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- WCA s.174(4), WCA s.175(2)

**Personal Information is used by and/ or disclosed to:**

Site Supervisor, Employee Services, and WorkSafe BC - when required



**Department:**

Employee Services

**Personal Information Name:**

Workstation Assessment

**Personal Information Location:**

Employee Services

**Individuals in Bank:**

VSB Employees

**Type(s) of Personal Information Collected:**

Name, Nature of Discomfort, Medical History, Measurements, Photographs

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To keep record of employees who received a workstation assessment and provide strategies for improved ergonomics at employee's workstation

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Employee Services



**Department:**

Finance

**Personal Information Name:**

Accounts Payable

**Personal Information Location:**

PeopleSoft, Finance file cabinet

**Individuals in Bank:**

VSB Employees and Vendors

**Type(s) of Personal Information Collected:**

Contact Information.

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Reimbursement of employment related expenses and vendor payments to individuals.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- Employment Standards Act s. 28

**Personal Information is used by and/ or disclosed to:**

District Employees



**Department:**

Finance

**Personal Information Name:**

Donations

**Personal Information Location:**

KEV Server, VSB Spreadsheet

**Individuals in Bank:**

Donors

**Type(s) of Personal Information Collected:**

Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Receive donations and issue donation tax receipts

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- s3501 of the Income Tax Regulations requires donation receipts to contain the first and last name and address of the donor.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Finance

**Personal Information Name:**

School Trust Accounting Records

**Personal Information Location:**

Schools, Education Centre, KEV Database

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Contact Information, Fees Levied, Status of Payment

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Record of school fees levied and status of payment

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act s. 82

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Learning and Information Technology

**Personal Information Name:**

Book Creator

**Personal Information Location:**

Canadian Server

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Student Name, Pupil Number, Photographs

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Work flow and assessment of student work

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees and parents



**Department:**

Learning and Information Technology

**Personal Information Name:**

Library System - Destiny

**Personal Information Location:**

VSB Server

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Pupil Number, Student Picture

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track student and teacher book and resource loans, contact students/ parents/ guardians regarding overdue book notices, and librarian access to school information

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act s. 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, Student Volunteers





**Department:**

Learning and Information Technology

**Personal Information Name:**

My Blueprint

**Personal Information Location:**

Canadian Server

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Demographic, contact and educational information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Portfolio System for student work

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act s. 79(3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees, students



**Department:**

Learning and Information Technology

**Personal Information Name:**

MyEd

**Personal Information Location:**

My Education BC hosted servers in Kelowna

**Individuals in Bank:**

Student, Parent/Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact and Medical Information, Court Orders and/ or Custody Information, Citizenship, Academic Achievement, Conduct

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Student Enrolment, transfers and withdrawals, attendance, ministry reporting, scheduling, academic achievement tracking, graduation tracking credits, student safety

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act 79 (3)

**Personal Information is used by and/ or disclosed to:**

Student Information Department, Office Staff, Administrators, Teachers, Counselors



**Department:**

Learning and Information Technology

**Personal Information Name:**

Office 365

**Personal Information Location:**

Microsoft Canadian Cloud

**Individuals in Bank:**

Students, Parent/ Guardian(s), VSB Employees

**Type(s) of Personal Information Collected:**

Student - first name, last name, student number, school attended, active directory group membership, e-mail, student created documents, school projects, and chat history. Staff - first name, last name, job title, department, and Skype for Business extensi

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Office 365 is a complete cloud-based productivity platform. Office 365 includes services such as OneDrive, SharePoint, Office Online, Teams, Outlook/Exchange email, and Skype for Business live streaming.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act Section 79(3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Learning and Information Technology

**Personal Information Name:**

Service Requests

**Personal Information Location:**

Education Centre, Private Cloud

**Individuals in Bank:**

VSB Employees, Students, Parent/ Guardian(s) and Other

**Type(s) of Personal Information Collected:**

Names, Contact Information (including personal email and phone), Student Number and Employee Number

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To provide technical support and services as needed

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

LIT Employees



**Department:**

Learning and Information Technology

**Personal Information Name:**

Showbie

**Personal Information Location:**

Canadian Server

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Name, Pupil Number, Photographs

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Work flow and assessment of student work

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees and parents



**Department:**

Learning and Information Technology

**Personal Information Name:**

Student Registration Applications - ApplyNowAdmin database and application

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

Students, Parent/ Guardian(s), Emergency Contacts

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact, Medical, Educational, Citizenship and Guardianship Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect and track student registration applications through the online application form

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act 74.1, 79 (3)

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Rentals

**Personal Information Name:**

Incident Reports - Rentals

**Personal Information Location:**

Rentals Department

**Individuals in Bank:**

Private Citizens, Other

**Type(s) of Personal Information Collected:**

Name, Demographic, Contact and Incident Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document incidents relating to rental groups that resulted in personal injury in school facilities or grounds, or damage to personal property.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees and Schools Protection Program (SPP)



**Department:**

Rentals

**Personal Information Name:**

Rental Contracts

**Personal Information Location:**

Rentals Department

**Individuals in Bank:**

Private citizens, Other

**Type(s) of Personal Information Collected:**

Name, Contact and Financial Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document agreements, to rent school board grounds and facilities to external groups and individuals for community use.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees





**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

Access and Privacy - Vancouver School Board - FOI request database

**Personal Information Location:**

Secretary Treasurer's Office

**Individuals in Bank:**

Private Citizens, Other Public Sector Employees, District Employees, Private Sector Employees

**Type(s) of Personal Information Collected:**

Personal information captured in the files is dependent on the nature and extent of the complaint

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To index Freedom of Information (FOI) Requests for access to City records and to trace the progress of these requests.

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

District Employees



**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

Committee of the Whole - Submissions from Delegates

**Personal Information Location:**

Secretary Treasurer's Office

**Individuals in Bank:**

Private Citizens

**Type(s) of Personal Information Collected:**

Name and contact information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Private Citizens submit submission for Committee of the whole meetings

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Trustees, Senior Management Team and IT staff



**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

Contact Information of Trustees

**Personal Information Location:**

Secretary Treasurer's Office

**Individuals in Bank:**

Trustees

**Type(s) of Personal Information Collected:**

Name, Contact Information and vehicle license plate number

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To have ready access to the contact information of Trustees

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Secretary Treasurer, Employee Services, Facilities Planning



**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

DMT Contracts

**Personal Information Location:**

Locked file cabinet in ST Office

**Individuals in Bank:**

Senior Management Employees

**Type(s) of Personal Information Collected:**

Name and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document the employment contracts of the District Management staff

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Employee Services, Superintendent and Secretary Treasurer



**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

Human Rights Complaints Case Files

**Personal Information Location:**

Secretary Treasurer's Office

**Individuals in Bank:**

VSB Employees, Private Citizens

**Type(s) of Personal Information Collected:**

Personal information captured in the files is dependent on the nature and extent of the complaint

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document complaints filed by VSB staff and members of the public regarding alleged violations of employment standards or human rights violations

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Other public sector employees



**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

Privacy Breach Information

**Personal Information Location:**

Office of the Secretary Treasurer, VSB Server

**Individuals in Bank:**

VSB Staff, other individuals involved in incidents

**Type(s) of Personal Information Collected:**

Name and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To record and track incidents that could/ do result in privacy breaches

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Staff



**Department:**

Secretary Treasurer's Office

**Personal Information Name:**

Trustee Financial Disclosure

**Personal Information Location:**

Secretary Treasurer's Office

**Individuals in Bank:**

Current Trustees

**Type(s) of Personal Information Collected:**

Name, Address, Financial

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Legal Requirement under the BC Financial Disclosure Act

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- BC Financial Disclosure Act: 2(3) - a person who is a municipal official, public employee or municipal employee must make and file a written disclosure between January 1 and 15 in each year in which the person is an official or employee

**Personal Information is used by and/ or disclosed to:**

Secretary Treasurer's Office



**Department:**

Superintendent's Office

**Personal Information Name:**

Archived Conflict Resolution Paper Files

**Personal Information Location:**

Superintendent's Office

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic information, Parent/ Guardian Name(s) and Contact Information, Incident Details

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Risk Management

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, sections 6, 20(1), 75, 79(3), 81, 85(2), 88 and 175

**Personal Information is used by and/ or disclosed to:**

District Administration and VSB Legal





**Department:**

Superintendent's Office

**Personal Information Name:**

District Archives

**Personal Information Location:**

Education Centre, Schools that have established their own archives

**Individuals in Bank:**

Students, Parents/ Guardians, Other individuals

**Type(s) of Personal Information Collected:**

Names, Photos, Report Cards and Education Records, Attendance, Registration, Class Lists, Other Archived Material

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track and document student, staff, school and district history

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Archives & Heritage Committee, Individuals in the information bank (e.g. Past VSB students), Relatives of former students



**Department:**

Superintendent's Office

**Personal Information Name:**

Graduating Student Scholarship Information

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic and Contact Information, Transcript and Education Information, Personal Education Number, Social Insurance Number, may also contain personal letters to support application, letters of reference from staff and/or third parties. Parent/Gua

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To aid in successful scholarship acquisition and accurate distribution

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act Sections 75, 73(3), 81, 85(2), 168(2)

**Personal Information is used by and/ or disclosed to:**

District Scholarship Committee, School Scholarship Committees, Scholarship School Staff (i.e. counsellors, career planning staff, teachers, etc.), Third Party Donors, Ministry of Education, Superintendent's Office, Accounting.



**Department:**

Superintendent's Office

**Personal Information Name:**

International Field Trips

**Personal Information Location:**

School Services Office

**Individuals in Bank:**

Students

**Type(s) of Personal Information Collected:**

Passport Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

International travel parent consent and verification of passport identification that supports travel. Kept as record of verification by District for 2 years. Information is not disclosed unless required due to international travel emergency and as requi

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Director of Instruction, District Administrator, Ministry of Education of Canadian Embassy if required in international emergency



**Department:**

Superintendent's Office

**Personal Information Name:**

Superintendent Office Staff Contact List

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

VSB Employees, emergency contacts

**Type(s) of Personal Information Collected:**

Name, Work Hours, Personal Contact Information, Emergency Contact Information, Medical Concerns

**Purpose for Collection, Use, and Disclosure of Personal Information:**

In the event of an emergency

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

VSB Employees



**Department:**

Superintendent's Office

**Personal Information Name:**

Suspension Letters

**Personal Information Location:**

Education Centre

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Demographic, Identification Number, Parent/ Guardian Name(s) and Contact Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Tracking frequency of incidences, record of decisions, tracking progress of individual students

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.
- School Act, sections 6, 20(1), 75, 79(3), 81, 85(2), 88 and 175

**Personal Information is used by and/ or disclosed to:**

Superintendent, Deputy Superintendent, Assistant Superintendents, Directors of Instruction, and District Administrators, Safe and Caring Schools Staff and in rare cases Parent/Guardian Appeals to the Board of Education.



**Department:**

Superintendent's Office

**Personal Information Name:**

VTRA

**Personal Information Location:**

Schools

**Individuals in Bank:**

Students, Parent/ Guardian(s)

**Type(s) of Personal Information Collected:**

Name, Contact Information, Parent Information, Incident Information

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Student Incidents of behaviour that is deemed potentially threatening or violent

**Authority for Collection of Personal Information:**

- BC FOIPPA, Section 26 (c) – information that relates directly to and is necessary for an operating program or activity of the public body.

**Personal Information is used by and/ or disclosed to:**

Director of Instruction, District Administrator, Administrators, Learning Services