



**NANAIMO LADYSMITH**  

---

**PUBLIC SCHOOLS**

**DIRECTORY OF PERSONAL INFORMATION BANKS**  
**NANAIMO LADYSMITH PUBLIC SCHOOLS**

Prepared by:

Dale Burgos

Executive Director

Communications, Privacy and Community Engagement

Under section 69(6) of British Columbia’s Freedom of Information and Protection of Privacy Act (“The Act”), public bodies are required to create and maintain a Personal Information Directory (PID) which lists the specific collections of personal information maintained by the public body. This requirement helps to ensure that public bodies, including school districts, are maintaining an appropriate inventory of the personal information maintained by their programs and departments. It also assists members of the public to understand what personal information is maintained by public bodies, and in this sense supports transparency in data management practices.

Section 69(6) of the Act provides for the creation of a directory that lists all of the “personal information banks” that are maintained by a public body subject to The Act. It also provides that the directory must be made available to the public and set out the following information about each personal information bank:

- its title and location;
- a description of the kind of personal information and the categories of individuals whose personal information is included;
- the authority for collecting the personal information;
- the purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed by the public body;
- the categories of persons who use the personal information or to whom it is disclosed.

## TABLE OF CONTENTS

Personal Information Bank Name:

Aboriginal Education (Transfer of Information)

Athletic Program

Criminal Record Checks

Election Information

Emergency Release Forms

Employee Information (Accounting)

Employee Information (Active and Former)

Employee Information (Disciplinary/HR)

Employee Information (References)

Field Trip Forms

Freedom of Information Requests

Google Suite for Education (Consent Forms)

International Student Education (Student Applications)

International Student Education (Homestay Applications)

Out-Of-Catchment Applications

Rental Agreements/Permits

Student Data (Central Registration)

Student Data (Scholarships/Bursaries)

Student Data (Student Support)

Student Data (Transcripts)

Student Data (MyEducation BC)

Student Data (Transportation)

Student Files (Paper)

Student Information Consent Forms

Volunteer Forms

myBlueprint – Career Education Resource

School Cash Online/Forms

**Personal Information Bank Name:**

Aboriginal Education (Transfer of Information)

**Personal Information Location:**

Learning Services Department

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

Consent forms for parents/guardians allowing the transfer of personal student information between Indigenous partners.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body.

Aboriginal Education Enhancement Agreement

**Collected Personal Information is About:**

Students

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

Name

Phone number

Address

Date of Birth

Extended Family

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Athletic Program Forms

**Personal Information Location:**

Learning Services Department  
School Office

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

Consent forms for parents/guardians allowing child to participate in district-wide athletic programs.  
Photo/video consent also included.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Students

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

Name of student and parent

Phone number

Email

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Criminal Record Checks

**Personal Information Location:**

District Administration Centre  
School Office

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

Employees and volunteers in the district must complete a Criminal Record Check.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

BC Criminal Records Review Act

**Collected Personal Information is About:**

Employees  
Private Citizens

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

Name  
Address  
Phone Number  
Date of Birth  
Email  
Criminal Record

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Election Information

**Personal Information Location:**

District Administration Centre

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

Members of the community submit election nomination papers to the Chief Electoral Officer during a period before a municipal election.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Elections Act BC

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone Number

Email

Financial Agent Name/Address/Phone/Email

**Persons Information is Used By and/or Disclosed To:**

School District

Elections BC



**Personal Information Bank Name:**

Emergency Release Forms

**Personal Information Location:**

School Office

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

Emergency contact information used in the event of an emergency.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Students

Parents/Guardians

Emergency Contacts

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

Name

Address

Phone Number

Email

Medical Information

Relation to Student

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Employee Information (Accounting)

**Personal Information Location:**

District Administration Centre (Payroll and Benefits Department)

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

Employee pay and benefits. This also includes the Record of Employment.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Canada Revenue Agency

**Collected Personal Information is About:**

Employee

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

Name

Address

Phone Number

Date of Birth

Email

Family Information

Medical Information

Banking Information

Beneficiary Information

**Persons Information is Used By and/or Disclosed To:**

Accounting

Payroll

Benefits

Canada Revenue Agency

**Personal Information Bank Name:**

Employee Information (Active and Former)

**Personal Information Location:**

District Administration Centre (Human Resources Department)

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

Employee file

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Employee

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

Name

Address

Phone Number

Date of Birth

Email

Family Information

Medical Information

**Persons Information is Used By and/or Disclosed To:**

School District

\*AP 519 – Retention and Destruction of Records

Records will be destroyed six years after the employee leaves the district.

**Personal Information Bank Name:**

Employee Information (Disciplinary/HR)

**Personal Information Location:**

District Administration Centre (Human Resources Department)

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

Employee file

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Employee

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

Name

Address

Phone Number

Date of Birth

Email

Family Information

Medical Information

Investigative Files

**Persons Information is Used By and/or Disclosed To:**

School District

**Personal Information Bank Name:**

Employee Information (References)

**Personal Information Location:**

District Administration Centre (Human Resources Department)

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

Employee file

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone Number

Email

**Persons Information is Used By and/or Disclosed To:**

School District

**Personal Information Bank Name:**

Field Trip Forms

**Personal Information Location:**

District Administration Centre  
School Office

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

Parent/guardian consent for student field trips.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Student  
Parent  
Guardian

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

Name  
Address  
Phone Number  
Email  
Medical Information

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Freedom of Information Requests

**Personal Information Location:**

District Administration Centre (Communications Department)

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

To index FOI requests for access to school district records.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

4 & 5 - a person has a right to access any record in the custody or under the control of a public body

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

District Staff

Third Parties

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

Personal information contained in the database may be related to various categories.

**Persons Information is Used By and/or Disclosed To:**

School District

**Personal Information Bank Name:**

Google Suite for Education (GSFE)

**Personal Information Location:**

School District

Google Inc.

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

Parent/Guardian consent form needed before a student may use GSFE platform. Student information is needed to create Learn68 accounts for each student. Google Inc. does not share information with third parties.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Parent

Guardian

Student

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

Name

Phone Number

Email

**Persons Information is Used By and/or Disclosed To:**

School District

Google Inc.



**Personal Information Bank Name:**

International Student Education Program (Student Applications)

**Personal Information Location:**

Learning Services Department  
Dover Bay Secondary (ISE Program)

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

Student applications for the district's ISE program.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens  
Students

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

Name  
Address  
Phone Number  
Email  
Date of Birth  
Medical Information

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

International Student Education Program (Homestay Applications)

**Personal Information Location:**

Learning Services Department  
Dover Bay Secondary (ISE Program)

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

Homestay application process.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone Number

Email

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Out-Of-Catchment (OOC) Applications

**Personal Information Location:**

Learning Services Department  
Vivos Solutions Inc.

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

Parents/guardians fill out OOC applications to register their child in a school outside of their catchment.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

BC School Act

**Collected Personal Information is About:**

Private Citizens  
Students

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

Name  
Address  
Phone Number  
Email  
Date of Birth  
Medical Information  
Education History  
Gender

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Rental Agreements/Permits

**Personal Information Location:**

Facilities Department

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

This information is requested from outside individuals/groups wanting to rent district facilities.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone Number

Email

**Persons Information is Used By and/or Disclosed To:**

Facilities Department

**Personal Information Bank Name:**

Student Data (Registration)

**Personal Information Location:**

Learning Services Department  
Vivos Solutions Inc.  
MyEducation BC

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

All students must be registered through the Central Registration process.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act  
Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

BC School Act

**Collected Personal Information is About:**

Private Citizens  
Students

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

Name  
Address  
Phone Number  
Email  
Date of Birth  
Medical Information  
Education History  
Gender  
Photo

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Student Data (Scholarships/Bursaries)

**Personal Information Location:**

Learning Services Department  
Nanaimo-Ladysmith Schools Foundation

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

All students are required to apply for scholarships or bursaries through an online registration process.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

Students

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

Name

Address

Phone Number

Email

Date of Birth

Education History

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

Nanaimo-Ladysmith Schools Foundation

**Personal Information Bank Name:**

Student Data (Student Support)

**Personal Information Location:**

Learning Services Department  
School Office  
MyEducation BC

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

All student support files are kept with the student file or permanent record folder. These files have private notes on each student.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Students

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

Name  
Address  
Phone Number  
Email  
Date of Birth  
Medical Information  
Education History  
Designations

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department  
Ministry of Education

**Personal Information Bank Name:**

Student Data (Transcripts)

**Personal Information Location:**

Learning Services Department  
School Office  
MyEducation BC

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

To provide grade/class data on student education history.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Students

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

Name  
Education History

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department  
Ministry of Education



**Personal Information Bank Name:**

Student Data (MyEducation BC)

**Personal Information Location:**

Learning Services Department  
MyEducation BC

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

In BC, all student information is housed in the Ministry of Education's MyEducation BC system. This is complete student information.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens  
Students

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

Name  
Address  
Phone Number  
Email  
Date of Birth  
Medical Information  
Education History  
Student Number  
Gender  
Photo

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department  
Ministry of Education

**Personal Information Bank Name:**

Student Data (Transportation)

**Personal Information Location:**

Transportation Department

Zonar ZPass+ System

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

All students are registered through an online process by Zonar. Parents/guardians must register their child using personal information.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

Students

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

Name

Address

Phone Number

Email

Date of Birth

Medical Information

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

Transportation Department

**Personal Information Bank Name:**

Student Data (Paper and Digital Images)

**Personal Information Location:**

Learning Services Department  
School Office

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

Information is gathered during registration and throughout the student's time at school.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

Students

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

Name

Address

Phone Number

Email

Date of Birth

Medical Information

Education History

Photo

Student Support Files

**Persons Information is Used By and/or Disclosed To:**

School District

**Personal Information Bank Name:**

Student Information Consent Form

**Personal Information Location:**

Learning Services Department  
School Office

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

At the beginning of each school year, these consent forms are sent home for parents/guardians to provide consent for media releases, volunteer, technology use, GSFE, and school communication.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

Students

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

Name

Email

**Persons Information is Used By and/or Disclosed To:**

Learning Services Department

**Personal Information Bank Name:**

Volunteer Forms

**Personal Information Location:**

District Administration Centre

School Office

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

Every volunteer in the district must complete a Volunteer Registration/Driver Form

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

School Act Section 85

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone Numbers

Email

Children's Names

Vehicle Information

**Persons Information is Used By and/or Disclosed To:**

School District

**Personal Information Bank Name:**

myBlueprint – Career Education Resource

**Personal Information Location:**

District Administration Centre

myBlueprint

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

Student information required to help support students with documenting their learning and planning their education.

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

School Act Section 85

**Collected Personal Information is About:**

Students

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

Name

Student ID

Date of Birth

Grade

Gender

Enrolment Status

School ID

Email

**Persons Information is Used By and/or Disclosed To:**

School District

**Personal Information Bank Name:**

School Cash Online/Forms

**Personal Information Location:**

District Administration Centre  
School Office

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

Online school fee payment and consent/permission forms

**Authority for Collection of Personal Information:**

BC Freedom of Information and Protection of Privacy Act

Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Financial Information Act

**Collected Personal Information is About:**

Private Citizens  
Students

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

Name  
Address  
Phone Number  
Email  
Date of Birth  
Medical Information  
Emergency contacts  
Banking information

**Persons Information is Used By and/or Disclosed To:**

Finance and Learning Services Department