



NANAIMO LADYSMITH

PUBLIC SCHOOLS

DIRECTORY OF PERSONAL INFORMATION BANKS
NANAIMO LADYSMITH PUBLIC SCHOOLS

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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.

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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:

Appligogiques

Personal Information Location:

Amazon Web Services (Canada)

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

Education based software to help students read and write.

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

School name

Email

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:

FlyWire

Personal Information Location:

District Administration Centre
International Student Education program

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

Money wire transfers – families overseas send payments to school district

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

Type(s) of Personal Information Collected:

Payer Name
Payer Email
Relationship to Student
Payment information
Student Identify information

Persons Information is Used By and/or Disclosed To:

Finance department
International Student Education program

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:

Microsoft 365 (MS365)

Personal Information Location:

Local School District servers and Microsoft servers in Ontario and Quebec and outside of Canada

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

Educational, student assessment, operational, administrative usage

Authority for Collection of Personal Information:

BC Freedom of Information and Protection of Privacy Act

Sections:

26 (c) and (e)

Collected Personal Information is About:

Educators, school administrators, School District technical staff, students and other district-approved users

Type(s) of Personal Information Collected:

Name

Phone Number

Email

Persons Information is Used By and/or Disclosed To:

IT Department

Personal Information Bank Name:

My School Day

Personal Information Location:

No information is stored on app support servers. Information is stored locally on the user's device.

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

A number of schools in the district utilizes the application to share school schedules, event alerts, announcements and user notification. Users can voluntarily download the app on their smartphone. Students and parents/caregivers are able to access the app.

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

Type(s) of Personal Information Collected:

Student Name

Student Photo

Assignments

Persons Information is Used By and/or Disclosed To:

Department of Learning Services

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:

Rocket League (EPIC Games)

Personal Information Location:

EPIC games servers (outside Canada)

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

Rocket League is an arcade-style soccer game played by creating and controlling customizable cars.

E-Sports games like Rocket League are intended to for play in an extra-curricular setting using school computer labs, outside of school regular instructional hours.

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:

SSO authentication

Name

Country name

Email

Gameplay

Computer information

Persons Information is Used By and/or Disclosed To:

Learning Services Department

Personal Information Bank Name:

Stop Motion

Personal Information Location:

On individual iPads

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

Software (on iPad) for students to create movies. Photo images may be used.

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:

Photo image

Persons Information is Used By and/or Disclosed To:

Learning Services 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

Personal Information Bank Name:

School Messenger (Intrado Canada Inc.)

Personal Information Location:

District Administration Centre
School Office
Intrado Canada Inc.

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

Mass communication platform for families and staff

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
Phone Number
Email
PEN
School name
Classroom division and/or block assignment

Persons Information is Used By and/or Disclosed To:

Communications
Schools

Personal Information Bank Name:

Sora

Personal Information Location:

Amazon Web Services (US)/Microsoft Azure

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

App that allows student access to ebooks and audio books.

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:

SSO authentication

Name

School name

Email

IP address

Device ID

Adobe ID

Library card number

Online activity

Persons Information is Used By and/or Disclosed To:

Learning Services Department

Personal Information Bank Name:

Traversa by Tyler Technologies

Personal Information Location:

District Administration Centre
Transportation Department

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

Bus ridership information to help create route schedule

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:

Registered student bus riders

Type(s) of Personal Information Collected:

Student Name

Address

PEN

Contact Information

Photo

Persons Information is Used By and/or Disclosed To:

Transportation Department

Personal Information Bank Name:

Zonar Systems (ZPass Plus)

Personal Information Location:

District Administration Centre (Transportation)

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

Personal information is collected from students and parents / guardians during the enrolment and registration process each school year. Personal information is also collected during the school year on an as-needed basis when new students are enrolled.

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:

Z Pass card number

District ID number

Student Education Number (PEN)

First Name and Last Name

School Name

Grade

Address

Bus Number

Persons Information is Used By and/or Disclosed To:

Transportation Department