

	School District No. 73 (Kamloops-Thompson)					
	Personal Information Directory 2019					
Contact for information:	Associate Superintendent of Human Resources					
AUTHORITY FOR COLLECTION OF INFORMATION: School Act, Freedom of Information and Protection of Privacy Act Section 26, Labour Standards Act.						
Definition of Terms:	LOCATION: Physical location of records/files.					
	TITLE: The name of the record or item					
	INDIVIDUALS IN BANK: Student, employee or other individuals that relates to the information.					
	INFORMATION MAINTAINED: Description of the type of record or information collected.					
	PURPOSE OF INFORMATION: Purpose for which the personal information is obtained or compiled and purpose for which is disclosed.					
	USER(S) OF INFORMATION: Who uses this information or to whom is it disclosed					
	DEPARTMENT: Area of responsibility for these records					
Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Facilities/ Maintenance Building	Appointments (Books, Calendars/Lists)	any person meeting with staff member	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Manager
Facilities/ Maintenance Building	Contractor Pre-qualifications	member or company owner working on school sites	owners names, company, qualification details, contact info	record keeping	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Custodial Contact Numbers	operations staff	name, location, cell number	organizational & management	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Custodial Chain of Command	all custodians	name, work location	organizational & management	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Employee Files	maintenance and custodial staff	individual files & related records	organizational & management	Dept. staff, secretary	Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Facilities/ Maintenance Building	Employee Timecards and Vacation Schedule	staff	names, roles, hours or work, vacation, including other absences	organizational, management, payroll	Dept. staff, secretary, payroll, Human Resources	Manager
Facilities/ Maintenance Building	Employee Training & Certificates	staff	names, training & certificates	record keeping, organizational, management	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Employee with Injuries	staff	name, date, injury information	record keeping, WorkSafe	Dept. staff, secretary, WorkSafe	Manager
Facilities/ Maintenance Building	Fire Drill Roll Call	all staff	names, location	monitoring, facilitate drills	Dist. staff, secretary, Fire Dept., WorkSafe	Manager
Facilities/ Maintenance Building	First Aid Attendant	staff with recognized first aid	names, site location, contact info	first aid response, WorkSafe BC requirements	Dept. staff, secretary, WorkSafe	Manager
Facilities/ Maintenance Building	Incident Reporting	staff and or visitors injured on site, or personal property damage on site	names, incident, dates, responding First Aid attendant	record keeping, file reports with district insurer, reoccurring injuries	Dept. staff on a need to know basis, secretary, Health & Safety, WorkSafe	Manager
Facilities/ Maintenance Building	Key and Fobs	staff	name and key or fob info	tracking of assigned key/fob	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Kilometer Records	staff driving for work purposes	name, date, destination, reason, kms driven	record keeping, reimbursement	Dept. staff, Finance	Manager
Facilities/ Maintenance Building	Maintenance Coordinators	staff	names, work location, cell numbers	organizational & management	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Operation Cell Phone list	staff	names, cell phone numbers	organizational & management	Dept. staff, secretary	Manager
Facilities/ Maintenance Building	Operation Structure - Public Information	directors, managers, custodial coordinator, secretary	names, roles	organizational, management, communication	All staff, public	Manager
Facilities/ Maintenance Building	Organization Chart/Location Map	staff	names and usual locations	organizational	All staff	Manager
Facilities/ Maintenance Building	Safety Minute Meetings	safety committee	names, roles	record keeping	All staff	Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Facilities/ Maintenance Building	Sage Security System	staff, contractors	names, work location, cell numbers	record keeping, safety	Staff, contractors, stake holders	Manager
Facilities/ Maintenance Building	Visitors Book	visitors (including visiting staff)	names, arrival/departure, purpose	record keeping, WorkSafe	Dept. staff, secretary	Manager
Henry Grube - Aboriginal Education	Aboriginal Education Program	staff & volunteers	names, location, emails	acknowledgement, record keeping	Program admin, secretary	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Aboriginal Information Management System (KATE)	aboriginal students	elements of info or data identified by AIMS including but not limited to name, address, contact info	purpose of administering the delivery of education in schools, managing student safety	KATE, dept. staff, system operator, school admin, secretary, teachers	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	After School Program	aboriginal students	names, culture activities	organization, record keeping	Dept. staff, school admin, presenters, secretary	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Annual Reports	students and staff	news about and generated by the program which might contain names, stats., etc.	acknowledgement, record keeping, inform parents/guardians	All staff, students, parents/guardians	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Appointments/date book	any person meeting with department staff	staff names, dates, time and relevant information	planning, recording, follow up	Dept. staff on need to know basis	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Attendance Report - Staff Meetings	staff	staff names, meeting dates	record keeping	Program admin, secretary	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Awards & Certificates	aboriginal students	name, reason for award, date	historical and recognition	Program admin, awards committee	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	BC Tripartite Ed Agreements	on reserve students	names, band	facilitation, management, record keeping	Band leaders, secretary treasurer, Ministry, Director of Facility, Manager Transport, Aboriginal Education	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Events/Cultural Field Trips	advocates, program staff	names, dates, times and relevant information	planning, recording, follow up	Staff on need to know basis, volunteers	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	External Staff Placements	aboriginal advocates, wellness workers, social workers	names, placements	organization, record keeping	School admin, program staff, dept. secretary	Principal/Director of Instruction Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Henry Grube - Aboriginal Education	First Nation Students	students	names, info on registration form	deliver education program, support students to succeed, compile stats	MyEd, dept. staff, school admin, teachers, CEAs, advocates, tutors, BC Aboriginal information Management	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Graduating Students	aboriginal students	names, student info for ceremony	facilitate graduation activities, record keeping	School admin, program staff	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Library loans	teachers/staff borrowing items	names, school	record keeping	Dept. secretary, program staff	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Monthly/Annual Reports	students, staff	news, stats of grades	acknowledge successes, program activities and events	All staff, students, parents/guardians	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Presenters-Aboriginal Ed Program	community presenters	names, type of presentation, topic, dates, location	audience info, historical record	Dept. staff, AEC, community, school office	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Program Staff	employees	individual files and related records	enable supervisors to administer their area of responsibility	Program admin, secretary, school admin	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Staff Organization Chart/Location Map	staff	names and usual locations	organization, record keeping	All staff	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Staff Placements	aboriginal advocates, wellness workers, social workers, aboriginal youth workers	names, placements	organization, record keeping	School admin, secretary	Principal/Director of Instruction Elementary
Henry Grube - Aboriginal Education	Suppliers, Service Providers	businesses	names, billing info, services provided, dates	record keeping, billing	School admin, secretary	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Appointment/Date Book - All Departments	names	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Battle of the Books - Resource Teachers	student	name, grade, parent/guardian permission	acknowledgement, record keeping, historical	All staff, public, Webpage	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	District Safe School Committee	committee members	names, contact, meeting - attendance	administration, communication, record keeping	Dept. staff, Trustee Rep	Principal/Director of Instruction Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Henry Grube - Director of Instruction	DNA - Mathematic Advance Learning Program	students	names, various test results including psych ed test, WIATT	assess levels, to aid student progress	Dept. staff, teachers, admin, counsellors, school based teams	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Early Learning and Literacy - Resource Teachers	preschool students	name, grade, parent/guardian permission	record keeping, planning, organization	Staff, public	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Employee Wellness Committee - Health Promoting Schools	staff	names, worksite, roles	record keeping, planning, organization	Committee members	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Fire Drill Roll Call - All Departments	all staff	names, location	monitoring, facilitate drills	Dist. Staff, secretary, Fire Dept. WorkSafe	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	First Aid Attendants - All Departments	first aid attendants	name, location	first aid response, WorkSafe BC requirements	SBO staff, Worksafe	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	FSA - Office	students	names, test results	Organization	District staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Healthy Promoting School Professional Learning Sessions	participating teachers	names, title, affiliation, email	facilitation, record keeping	Dept. staff, secretary	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Heavy Metal Rocks - Office	students	names, DOB, grade, school, parent/guardian permission	management, organization, record keeping, budgeting	Secretary	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Heritage Fair - Resource Teachers	student	name, grade, parent/guardian permission	acknowledgement, record keeping, historical	All staff, public, Webpage	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Incident Reports - LTD	staff	names, incident info, attending first aid	recording, historical record of health or safety issues	Dept. staff, secretary-treasurer, WorkSafe	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	K-12 Assessment Plan Committee	committee members	names, email addresses, minutes - attendees	communication, facilitation	Superintendent, director, committee members, dept. staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Key and Fobs	staff	name and key or fob info	tracking of assigned key/fob	Dept. staff, secretary	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Kilometers Driven	staff	name, dates, destination, reason, kms driven	record keeping, reimbursement	Dept. staff, Finance	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Leave of Absences	staff	name, date, reason, position	record keeping, organization	Dept. staff, Human Resources	Principal/Director of Instruction Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Henry Grube - Director of Instruction	Library Resources	staff	name, items loaned, date of return Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	record keeping, organization	All school staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	MyEd BC	students		Administering the delivery of education in schools, managing student safety	System operators, school admin, school secretary, teachers, Ministry of Education	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Newsletter	staff, students, parent/guardian, public	names, achievements	record keeping, historical	All staff, public, Webpage	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	NFRA - Literacy	students	names, test results	assess levels, to aid student progress	District staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Phone Tree	staff team members	names, contact numbers	provide response, record keeping, faculty safety	Staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Print Shop/Management	schools, all departments	names, printing requirements, budget codes	record keeping, Finance	Dept. staff, secretary	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Room Booking System	district staff, public	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff, public on a need to know basis	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Safety Minute Meetings	safety committee	names, roles	record keeping	All staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Science Fair - Resource Teachers	student	name, grade, parent/guardian permission	acknowledgement, record keeping, historical	All staff, public, Webpage	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Social Committee	staff	names	facilitation, record keeping	All staff	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Staff Photos	staff	name, position, photo	management	Staff, public	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Work Alone Log	names, location, arrive/leave times	ensure staff safety, Worksafe BC	School admin, Worksafe	Director, secretary	Principal/Director of Instruction Elementary
Henry Grube - Director of Instruction	Young Artists - Resource Teachers	student	name, grade, parent/guardian permission	acknowledgement, record keeping, historical	All staff, public, Webpage	Principal/Director of Instruction Elementary

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Henry Grube - Director of Instruction	Young Authors - Resource Teachers	student	name, grade, parent/guardian permission	acknowledgement, record keeping, historical	All staff, public, Webpage	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Assessment Test Results	students	names, various test results including psych ed test, WIATT	assess levels, to aid student progress	Dept. staff, teachers, admin, counsellors, school based teams	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Audio or Visually Impaired Students	students with these impairments	names, grade, parent/guardian, type of impairment	identify aids needed for student success and safety	Dept. staff, teachers, admin, counsellors, school based teams, therapists, psychologist, speech-language, Family Physician, Interior Health, CEAs	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Certified Education Assistants Placements	CEAs	name, placement/ student names	organization, management, record keeping, budget	Dept. staff, school admin, Human Resources	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Equipment Loans	students	student, parent/guardian, equipment loaned	management, organization, record keeping, budgeting	Dept. staff, parent/guardian	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Harassment; Threat of Violence	staff, students, parent/guardian, public	names, reason, action taken, outcome	provide response, record keeping, faculty safety	School admin, relevant Health & Safety Committee, staff on a need to know basis	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Ministry Designated Students	students with Ministry designations	names, PEN, grades, designation, school placement	provision of support, record keeping, budgeting	Dept. staff, school admin, Human Resources	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Resource Designated Students	student in resource based programs	names, PEN, grades, designation, school placement	management of resources, provision of support, monitoring, record keeping	Dept. staff, school admin, teachers, school secretary, school based team, counsellors	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	SPED (Response to Intervention Tiers Program)	students in program	names, DOB, grade, school	facilitation, record keeping	Dept. staff, school admin, teachers, school secretary, school based team, counsellors	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Student Support Service Dept. Meeting - attendance	staff	date, location, attendees	administration, communication, record keeping	Dept. staff	Principal/Director of Instruction Elementary
Henry Grube - Inclusive Education	Students Individual File	student	names, grade, parent/guardian, services required	monitor, support student progress, record keeping	MyEd, dept. staff, school admin, secretaries	Principal/Director of Instruction Elementary

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Henry Grube - Inclusive Education	Violence Critical Incident Health	student, staff	names, incident, follow-up, health & safety	monitor, support student progress, record keeping	MyEd, dept. staff, school admin, secretaries	Principal/Director of Instruction Elementary
International Education	Accounts/Payments	staff, int'l students, homestay families, agents	banking information	reference for payments	Dept. staff, Finance	Principal/Director of Instruction Elementary
International Education	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Principal/Director of Instruction Elementary
International Education	Behaviour Issues at Homestay	students	name, homestay parents, behaviour notes, outcome	resolution, monitoring, historical record	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Class Lists: Permanent Record	students	names, school, grades	organization, permanent record	MyEd, dept. staff, school admin, teachers	Principal/Director of Instruction Elementary
International Education	Completed Registration forms and documents	students	name, contact/family info, pictures, referral letter, country, education history	permanent record to enable placements, historical	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Completion Certificates	students	names, school, grades, attendance, completion	permanent record	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Course Selection	students	name, grade, course	enable success and historical	MyEd, dept. staff, school admin, counsellors	Principal/Director of Instruction Elementary
International Education	Credit Card Reconciliation	staff	names, reconciliation record	accountability, record keeping	Dept. staff, finance	Principal/Director of Instruction Elementary
International Education	Cumulative Files	students	name, school, report cards, registration, correspondence, banking info	parent info, monitoring and support, permanent record	Dept. staff	Principal/Director of Instruction Elementary
International Education	Current Enrollment in SD73 Schools	students	name, homestay, school	student placement, historical	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Custodianship	students	name, custodial staff names, natural parents names, contact info	permanent record, historical	MyEd, dept. staff	Principal/Director of Instruction Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
International Education	Education Agents	agents	names, company, business contact info, students provided by agents	administration, communication, reference, historical	Dept. staff	Principal/Director of Instruction Elementary
International Education	ELL Students	immigrant students and families	student name, parent info, homestay	facilitation, record keeping	MyEd, dept. staff, ELL staff	Principal/Director of Instruction Elementary
International Education	English Assessment/Test results	students	name, results, comments	assessment to support learning	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Exchange Students	students	names, contact info, exchange details	historical, enrollment, record keeping	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Fees Paid	students	names, parent info, school	billing, record keeping	Dept. staff, Finance	Principal/Director of Instruction Elementary
International Education	Field trips and Journey Permission	students	names, permission granted	ensure parent/guardian permission is obtained	Dept. staff, admin, secretaries	Principal/Director of Instruction Elementary
International Education	Field trips and Journey Records	students	name, contact info, homestay parent info, staff leaders, trip info	historical record	Dept. staff	Principal/Director of Instruction Elementary
International Education	Fire Drill Roll Call	all staff	names, location	monitoring, facilitate drills	Dist. Staff, secretary, Fire Dept. WorkSafe	Principal/Director of Instruction Elementary
International Education	Graduating	students	name, school, courses, years in attendance	permanent record, historical	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Homestay Family Interviews	potential homestay families	homestay coordinator assigned, notes, outcome	organization, record keeping	Homestay coordinator	Principal/Director of Instruction Elementary
International Education	Host Parent Criminal Record Check	homestay parents	applicant name, ID, contact	ensure student safety, policy requirement	Dept. staff	Principal/Director of Instruction Elementary
International Education	Host Parent/Driver Volunteers	host parent	homestay family contact/info, coordinator names	historical, record keeping, Finance	Dept. staff, Finance	Principal/Director of Instruction Elementary
International Education	Homestay Hosts - Payments and Void Cheques	homestay parents	names, ID, contact info, banking info	facilitate payment, record keeping	Dept. staff, Finance	Principal/Director of Instruction Elementary

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International Education	Immigrant Client Files	immigrant students and families	names of parents, children, DOB, address, phone, email, status in Canada, notes pertaining to school	administration, communication, reference, historical	Dept. staff	Principal/Director of Instruction Elementary
International Education	Internet Use Permission Given	students	name, school, permission granted status	ensure parent/guardian permission is obtained	Dept. staff, school admin, secretaries	Principal/Director of Instruction Elementary
International Education	Interpreters and Bookings	language interpreters, families needing service, students	name, school, family language	communication and to facilitate booking	Dept. staff, interpreters	Principal/Director of Instruction Elementary
International Education	Investigations - Student	name	name, dates, investigation details, outcome	monitoring, decision making and historical	School admin.	Principal/Director of Instruction Elementary
International Education	Medical Alert	students	name, school, medical information	facilitation, record keeping	Dept. staff, school admin, secretaries	Principal/Director of Instruction Elementary
International Education	Medical Service Plan BC	students	name, MSP application & #, school	permanent record for reference	Dept. staff	Principal/Director of Instruction Elementary
International Education	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	Administering the delivery of education in schools, managing student safety	System operators, school admin, school secretary, teachers, Ministry of Education	Principal/Director of Instruction Elementary
International Education	Newsletter	students	events, acknowledgements, school, may contain student name	sharing news, acknowledgement	All district staff, public	Principal/Director of Instruction Elementary
International Education	Orientation	students	name, contact info, school, orientation and attendance dates	ensure student receives orientation, historical	Dept. staff, attending school, teachers	Principal/Director of Instruction Elementary
International Education	Report Cards	students	name, course, grade, teacher	permanent record and administration	MyEd, dept. staff, school admin, teachers, homestay	Principal/Director of Instruction Elementary
International Education	Student Academy Registration	students	name, enrollment placement	historical, enrollment, record keeping	MyEd, dept. staff, school admin, teachers, homestay	Principal/Director of Instruction Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
International Education	Student Identities	students	names, passport, contact and personal info	permanent record to enable future student & archival reference	MyEd, dept. staff	Principal/Director of Instruction Elementary
International Education	Supplies/Service Providers	business owners name	name, company, billing info, service or supplies	record keeping, billing	Dept. staff, secretary, Finance	Principal/Director of Instruction Elementary
International Education	Suspensions In/Out	students	name, school, suspension info	record keeping, follow up in necessary	MyEd, dept. staff, school admin, counsellors, homestay parents	Principal/Director of Instruction Elementary
International Education	Withdrawing	students	name, school, courses, comments	permanent record, administration	MyEd, dept. staff, school admin, counsellors, homestay parents, agent	Principal/Director of Instruction Elementary
International Education	Work Alone Log	staff working alone	names, location, arrive/leave times	ensure staff safety, Worksafe BC	School admin, Worksafe	Principal/Director of Instruction Elementary
McQueen Lake	Appointments (Books, Calendars/Lists)	any person meeting with staff member	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Principal
McQueen Lake	Field Trips and Journey Records	students, staff	trip records including dates and destination; means of transport; teacher leader, staff and volunteers	manage and record field trips, details for historical purposes and emergency use	Transportation, staff	Principal
McQueen Lake	Fire Drill Roll Call	all staff	names, location	monitoring, facilitate drills	Dist. Staff, secretary, Fire Dept. WorkSafe	Manager
McQueen Lake	Record of all Staff Accidents	staff	name, injury, first aid treatment	safety of staff, WorkSafe	WorkSafe, dept. staff	Principal
SBO - Asst. Superintendent Elementary	Agent Agreements - International	agents	company names, contact name, phone #s, addresses, emails	facilitation, management, record keeping	Agents, Int. principal, secretary, parent/guardians	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Appointment/date book/Zimbra Calendar	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Asst. Superintendent Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Asst. Superintendent Elementary	District PAC Meeting Minutes	PAC members	names, school locations,	record keeping, historical	All staff, public	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Elementary Staff	staff	names, location, contact info	management and communication	All staff	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	EOC/ADC Meetings	executive admin	names, attendees	management, historical record	Members, secretary	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Excluded Staff Contracts	staff	names, contact information, contract information	facilitation, management, record keeping	Excluded staff, secretary	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	French Immersion Staff	teachers and consultants	names, location, contact info	management and communication	All staff	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Healthy Promoting Schools Committee	partners of committee	names, title, affiliation mail	facilitation, record keeping	Dept. staff	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	International Summer School Program	students	names, programs, agents, parent/guardians, fee schedule	facilitation, management, record keeping, finance	Finance, summer school staff	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Investigations	staff and students	name, dates, incident, follow-up, action	management, historical record	Superintendent, staff on a need to know basis, student, parent	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	KTTA Negotiations	KTTA, asst. superintendent, stake holders	names, attendees	contract requirement	KTTA, superintendents, stake holders	Asst. Superintendent Elementary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Asst. Superintendent Elementary	LDP Program Participants	names	name, location, qualification, length of program	management, historical record	School principal, secretary, staff	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	List of Principals Locations/Transfers	principals	names, locations, transfer if applicable	management, historical record	Principal, secretary, school staff	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Ministry Policy Committee Meetings	members	names, attendees	management, historical record	Members, secretary	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	Administering the delivery of education in schools, managing student safety	System operators, school admin, school secretary, teachers, Ministry of Education	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Parent/Public Investigations	parties involved	names, phone #s, reasons for investigation	facilitation, management, follow up	Staff as required, parent, public	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Parents - Contacting Superintendent's Office	parent	names, contact information, dates, topics, dispositions	record keeping follow-up as required	Dept. staff, school admin, other staff on a need to know basis	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Principals' Evaluations	Principals	names, location	evaluations, record keeping	Human Resources, principal	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	SD73 Business Company	stake holder meetings	names, attendees	facilitation, management, record keeping	Vice president, secretary, teacher contractors, Secretary-Treasurer	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Strong Start Facilitators	managers	names, photo, location, contact info	administration, communication	Dept. staff, public	Asst. Superintendent Elementary

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SBO - Asst. Superintendent Elementary	Sun Peaks School Minutes	staff	names, position	record keeping, historical	School principal, secretary, staff, public	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Superintendent Council Meeting	members	names, attendees	record keeping follow-up as required	Superintendents	Asst. Superintendent Elementary
SBO - Asst. Superintendent Elementary	Volunteers/Support Staff Supervision	staff and volunteers	names, schedules, locations	management, finance	School principal, secretary, Finance,	Asst. Superintendent Elementary
SBO - Asst. Superintendent Secondary	Alternate Education - Storefront	Adult Education	names, location, academic standings,	academic facilitation	Principal, staff, parole officers, Kamloops Correctional Center	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Athletic Academies	student	name, grade, program, location, parent/guardian permission	facilitation, management	Dept. staff, school admin, secretaries	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Digipgen	student	name, grade, location, parent guardian permission	facilitation, management	Dept. staff, school admin, secretaries	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	District Award Scholarships	Students receiving	name, school, PEN, address	for Ministry submission	Dept. staff, Ministry of Education	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Enrichment & Gifted Education (Baccalaureate)	student	name, grade, academic standing, parent/guardian permission, location	facilitation, management	Dept. staff, school admin, secretaries	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	French Immersion Secondary Staff	teachers, consultants	names, location, contact info	management and communication	All staff	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Graduation Implementation Committee	principals, directors	graduation details, minutes - attendees	facilitation, management	Committee members	Asst. Superintendent Secondary

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Asst. Superintendent Secondary	Investigations	staff, students	name, dates, incident, follow-up, action	management, historical record	Asst. Superintendent Secondary, Superintendent, staff on a need to know basis	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	administering the delivery of education in schools, managing student safety	System operators, school admin, school secretary, teachers, Ministry of Education	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Oasis Employee Program	staff	names, work locations, email	facilitation, management	Dist. Superintendent Secondary, Superintendent	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Parents - Contacted Superintendents office	parents	names, contact information, dates, topics, dispositions	record keeping follow-up as required	Dept. staff, school admin, other staff on a need to know basis	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	School Leadership Meetings	teachers, administrators	names, location, title, meeting - attendees	administration, communication	Dept. staff	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Secondary/Middle school staff	teachers and consultants	names, location, contact info	management and communication	All staff	Asst. Superintendent Secondary
SBO - Asst. Superintendent Secondary	Trades & Technology	student	name, grade, training, parent/guardian permission, location	facilitation, management	Dept. staff, school admin, secretaries	Asst. Superintendent Secondary
SBO - Communication	Appointment/Date Book/Zimbra Calendar	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Manager
SBO - Director of Finance	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Director
SBO - Director of Finance	Approved Transportation Subsidy Requests	students	name, parent/guardian info, school grades	record keeping	Dept. staff, transportation manager	Director

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Director of Finance	Budgets	staff	names, email addresses	organization of financial information	Admin, school secretaries	Director
SBO - Director of Finance	Certificate of Insurance Requests - Historical	insured persons	names, rentals, field trips	insurance, record keeping	District staff, School Program Protection	Director
SBO - Director of Finance	Continuing Education - Technology Learning Center Attendees	public	names, contact info, credit card information	record keeping, collection of funds	Dept. staff, Technology Learning Center Staff,	Director
SBO - Director of Finance	Credit Card Reconciliation	staff credit card holders	names, reconciliation record, items purchased	accountability, record keeping	Dept. staff	Director
SBO - Director of Finance	Debit/Credit card machine	students, public,	names, payments	accountability, record keeping	Dept. staff, school secretaries	Director
SBO - Director of Finance	Deferred Salary Leave Plan	staff	names, amount saved	record keeping, payments	Dept. staff	Director
SBO - Director of Finance	Honorarium Tracking	names, contract staff and public who purchased	names and honorarium info	tracking, record keeping record keeping, management, collection of funds	Dept. staff	Director
SBO - Director of Finance	Insurance Purchased	insurance	names, contact info, insurance info		Dept. staff	Director
SBO - Director of Finance	International Education	International students	name, address, DOB, country of origin, photo, admission docs, legal agreement, travel itinerary, medical history, medical insurance card, emergency coverage, passport, study permits/visa, email address, photo, student grades, report cards,	record keeping, management, collection of funds	Dept. staff, homestay manager, district principal and coordinators	Director
SBO - Director of Finance	International Education	Agencies	contact information, address, email, banking, insurance	record keeping, management, collection of funds, payment of funds	Dept. staff	Director

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Director of Finance	International Students Homestay Hosts	public homestay hosts	names, contact and bank info, addresses, summary of Family demographics, DOB, email	record keeping, payments to hosts	Dept. staff, international staff	Director
SBO - Director of Finance	Kilometers Driven	staff driving for work purposes	names, dates, destination, reason, kms driven (note: most schools do not keep a record other then employee	record keeping, payments	Dept. staff	Director
SBO - Director of Finance	Lessee/facility users	people renting SD73 facilities	name, contact info, lease details, names, contact info, DOB, SIN, banking info, deduction limits, insurance coverage	record keeping, collection of funds	Dept. staff, Lessee, facility admin	Director
SBO - Director of Finance	Payroll	staff	names, SIN, DOB, tax exempt, union membership, hours of work, work schedule, status, medical/insurance coverage	record keeping, payment of funds	Dept. staff, bank	Director
SBO - Director of Finance	Payroll System	all staff	names, contact info, type of permit, permit #, fee	enable production of salary and wage payments, T4	Human Resources, dept. staff, annual reports for pensions	Director
SBO - Director of Finance	Permits - outside	staff, public	names, contact info, agreement details, cost of lease, insurance details	record keeping, management, collection of funds	Staff, public with permits	Director
SBO - Director of Finance	Preschools	preschool operators	names, work phone number, account number	record keeping, collection of funds	Dept. staff, operators, facility admin	Director
SBO - Director of Finance	Bank Accounts	staff	names, contact info, employee ID, FTE	management of info, payment of funds	Dept. staff	Director
SBO - Director of Finance	Staff - for Finance / Budgeting Purposes	all staff	names, work location, reason for absence,	record keeping, budgeting, management, collection of funds	Dept. staff	Director
SBO - Director of Finance	Staff Absences	staff	names, SIN, banking info, copies of expenses	management of info, payroll	Dept. staff, Human Resources, school admin	Director
SBO - Director of Finance	Staff Reimbursements	staff		reimbursement	Dept. staff, Human Resources	Director

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Director of Finance	Staff Vehicle Insurance	staff driving for work purposes	name, contact info, insurance info, banking information, address, type of car, license plate	record keeping, reimbursement	Dept. staff	Director
SBO - Director of Finance	Staff Visa Reconciliation	staff	name, location, visa expenditures, credit card details	management, payment of funds	Dept. staff	Director
SBO - Director of Finance	Statement of Financial Information	staff	names, payroll, taxable benefits, reimbursements, financial details	communication, record keeping, management	Dept. staff, Ministry of Ed	Director
SBO - Director of Finance	Students - Collection Finance Purposes	all students	names, MyEd student #	record keeping, collection of funds	Dept. staff, MyEd, Ministry of Ed	Director
SBO - Director of Finance	Student - Payment Finance Purposes	some students	names, addresses, SIN, banking information	record keeping, payment of funds	Dept. staff	Director
SBO - Director of Finance	Student Transportation Payment	student/parents	student, parent/guardian, public transport or pick up/drop off	record keeping, management, payment of funds	Dept. staff, school secretaries, principals	Director
SBO - Director of Finance	Summer Saving Plan	teachers	names, amount saved	record keeping, payment of funds	Dept. staff	Director
SBO - Director of Finance	Sunshine Fund	staff	names of staff who participate, DOB	management, acknowledgment	SBO staff	Director
SBO - Director of Finance	Time Cards	CUPE staff	name, employee number, hours worked, location	payroll management, record keeping	Dept. staff	Director
SBO - Director of Finance	Transportation Allowances	parents, students, staff	names, dates, transportation claim	authorize payments, record keeping	Dept. staff	Director
SBO - Director of Finance	School Board Trustee Travel	trustees	names, travel details, amounts claimed	record keeping, reimbursement	Dept. staff	Director
SBO - Director of Finance	US Bank Visa	staff	names, addresses, visa info	communication, record keeping, management	Dept. staff, bank	Director
SBO - Director of Finance	Vacation Day/Overtime	staff	names, vacation day, overtime, entitlement and accrual	payroll management, record keeping	Dept. staff	Director
SBO - Director of Finance	Vendor Banking	vendors	names, address, phone #, email address, bank info, SIN	record keeping, collection & payment of funds	Dept. staff, bank	Director

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Director of Finance	Workshop Attendees	staff	name, contact, credit card info	record keeping, collection & payment of funds	Dept. staff, Human Resources	Director
SBO - Director of Finance	Requirements to Pay	Staff	names, addresses, amounts owed	record keeping, payment of funds	Dept. staff	Director
SBO - Director of Finance	Benefits Paid 100% by Employee On Leave	Staff	names, work location, reason for absence, amount owed, amounts paid, credit card information, frequency of payments	record keeping, collection of funds	Dept. Staff	Director
SBO - Director of Finance	Request for Proposal	companies	names, contact info, email, product details, quoted price, insurance details	record keeping, payment of funds	Dept. Staff	Director
SBO - Director of Finance	T4/T4A/T5	staff, excluded contractors	names, SIN, mailing addresses, amounts paid	communication, record keeping, management	Dept. staff, Revenue Canada	Director
SBO - Director of Instruction Elementary	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	Administering the delivery of education in schools, managing student safety	System operators, school admin, school secretary, teachers, Ministry of Education	Director
SBO - Director of Instruction Elementary	Appointment/date book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Director
SBO - Director of Instruction Elementary	After School Programming	students, staff	names, location, programs	management and communication	After school program staff	Director
SBO - Director of Instruction Elementary	Elementary Education Program	staff, students, locations	names, grades, teachers	planning, recording, follow-up	Dept. staff, principals	Director
SBO - Director of Instruction - Secondary	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Director

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Director of Instruction - Secondary	Heavy Metal Rocks	students, instructors	name, grade, training, parent/guardian permission, location	facilitation, management	Dept. staff, school admin, secretaries	Director
SBO - Director of Instruction - Secondary	Student Suspensions - Inclusive Education	student	names, school, suspension details	record keeping, follow up as required	Dept. staff, school admin, secretaries, counsellors, Outreach, other Authorities or RCMP when needed	Principal/Director
SBO - Director of Instruction - Secondary	Trades & Technology	student	name, grade, training, parent/guardian permission, location	facilitation, management	Dept. staff, school admin, secretaries	Director
SBO - Director of Instruction - Secondary	Youth Trades in TRU	student	name, grade, program	facilitation, management	Dept. staff, school admin, secretaries	Director
SBO - Finance Secretary Treasurer	Appeals to the Board	appellants	names, appeal detail	administration, record keeping	Dept. staff, board in camera	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Secretary-Treasurer
SBO - Finance Secretary Treasurer	BC Tripartite Ed Agreements	on reserve students	names, band	facilitation, management, record keeping	Band leaders, secretary-treasurer, Ministry of Ed, director of facility, manager transport, aboriginal ed	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Board and Committee Meeting Minutes - Attendance	staff and public	attendees, dates	record keeping	Dept. staff, board members, auditors, public	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Board Correspondence	correspondents	name, copy of correspondents	record keeping, administration	Dept. staff, board members, senior staff, public record	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Budget Codes and Amounts	schools, admin.	department recordkeeping	communication, record keeping, management	Admin	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Certificate of Insurance Requests	insured persons	names, rentals, field trips	insurance, record keeping, historical	District staff - School Program Protection	Secretary-Treasurer

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Finance Secretary Treasurer	Debit/Credit Machines Schools/SBO Office	names of user	transaction number, name, amount	facilitation, management, record keeping	Dept. staff, Finance	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Election Records	election officers, candidates	names, officers, relevant election documentation	historical record	Dept. staff	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Excluded staff contracts	exempt staff contract	names, contract info, job details, payment schedules	record keeping, historical	Dept. staff	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Financial Disclosure Act Statement	trustees	names, statement of disclosure	legal requirements	Dept. staff	Secretary-Treasurer
SBO - Finance Secretary Treasurer	First Nations Student - Nominal Roll	First Nation students (on reserve)	names, PEN, band, DOB, gender, school	administration, record keeping, collection of funds	Dept. staff, Finance	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Former School Board Trustees and School Board Chairs	former trustees/chairs	name, date, role, photo	historical record	All staff, public	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Legal Agreements	persons named in agreement	names, agreement details	administration, record keeping	Dept. staff, person in agreement, district lawyer	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Legal Matters	staff, public	names, details, records	management, historical	Dept. staff on a need to know basis, district lawyers	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Legal Request for Information	public	names, contact, nature of request, response	management, communication	Staff on a need to know basis, lawyers pertinent to inquiry, School Protection Program	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Management Salary Grids	management staff	names, compensation, position, experience	administration	Dept. staff, Finance, BC Public Sector Employers' Assoc.	Secretary-Treasurer
SBO - Finance Secretary Treasurer	School Board Trustees	trustees	members, zones	all staff, public	All staff, public	Secretary-Treasurer
SBO - Finance Secretary Treasurer	School Protection Program	students, staff, public	name, liability claims	management, financial	Dept. staff, School Protection Program	Secretary-Treasurer
SBO - Finance Secretary Treasurer	SD73 Business Company	teaching contractors, international students	on line course deliver	facilitation, management, record keeping	Vice president, secretary, teacher contractors	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Secretary-Treasurer's Correspondence	correspondents	names, relevant details	administration, record keeping	Dept. staff	Secretary-Treasurer

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Finance Secretary Treasurer	Staff Photos	staff	name, position, photo	management	Staff, public	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Statement of Financial Information	staff	names, financial details	communication, record keeping, management	Dept. staff, Ministry of Ed	Secretary-Treasurer
SBO - Finance Secretary Treasurer	Vandalism Reimbursement	claimants	names, claim details	facilitation, management, record keeping	Dept. staff, Finance, pertinent school administrators	Secretary-Treasurer
SBO - Health & Safety	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Manager
SBO - Health & Safety	District Occupational Health and Safety Program	staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff, Human Resources	Manager
SBO - Health & Safety	Emergency Procedure Roles	staff	names, roles	planning, recording, follow-up	School admin, staff,	Manager
SBO - Health & Safety	Employee Return to Work	staff	names, location, return to work schedule	planning, recording, follow-up	School admin, staff on a need to know basis, Human Resources, WorkSafe Dist. Staff, secretary, Fire Dept.	Manager
SBO - Health & Safety	Fire Drill Roll Call	all staff	names, location	monitoring, facilitate drills	WorkSafe	Manager
SBO - Health & Safety	First Aid at SBO Site	first aid attendant	name, location	first aid response, WorkSafe BC requirements	SBO staff, Worksafe	Manager
SBO - Health & Safety	Incident Reports - LTD	staff	names, incident info, attending first aid	recording, historical record of health or safety issues	Dept. staff on a need to know basis, secretary-treasurer, WorkSafe	Manager
SBO - Health & Safety	Safety Minute Meetings	safety committee	names, roles	record keeping	All staff	Manager
SBO - Health & Safety	WorkSafe BC Claims Management Services	injured staff	names, injury info, Worksafe BC claims info	claims management	Dept. staff on a need to know basis, school admin, Human Resources, WorkSafe	Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Health & Safety	WorkSafe BC Prevention Services	staff	names, training, occupational hygiene topics, occupational injuries	required by WorkSafe BC regulation	Dept. staff on a need to know basis, school admin, Human Resources, WorkSafe	Manager
SBO - Human Resources	Administrators and Managers	staff	names, locations, roles	organization, management, historical	Dept. staff, school admin, managers	Human Resources
SBO - Human Resources	Applicants	applicants for all positions	names, info provided by applicant	consideration of application	Dept. managers	Human Resources
SBO - Human Resources	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Human Resources
SBO - Human Resources	Criminal Record Check Employees	staff	status of Criminal record check	legal requirement	Dept. staff on a need to know basis	Human Resources
SBO - Human Resources	Criminal Record Check Volunteers	volunteers	status of Criminal record check	legal requirement	Dept. staff on a need to know basis	Human Resources
SBO - Human Resources	Employee Files	staff	employee cumulative files	management	Dept. staff on a need to know basis	Human Resources
SBO - Human Resources	Employee Management System	staff	names of current and former employees, personnel and payroll data	organization, management, historical	Dept. staff on a need to know basis, payroll	Human Resources
SBO - Human Resources	Excluded Staff	personnel excluded from SD staff	names, addresses, SIN, contact info, emails, projects	organization, management, historical, Finance	Dept. staff on a need to know basis, Finance	Human Resources
SBO - Human Resources	Labour Relations Issues	staff	name, union membership, issue particulars	organization, management, historical	Dept. staff on a need to know basis, union	Human Resources
SBO - Human Resources	Leave of Absence - all staff	staff	names, location, leave particulars	organization, management, historical	Dept. staff on a need to know basis	Human Resources
SBO - Human Resources	Parking at the School Board Office	staff	names, stall #	record keeping, safety	Staff	Human Resources
SBO - Human Resources	Postings	staff applying	names, posting particulars	organization, management, historical	Dept. staff, school admin.	Human Resources

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Human Resources	Safety Minute Meetings	safety committee	names, roles	record keeping	All staff	Human Resources/Superintendent
SBO - Human Resources	School Based Administrators	school administrators, district principals	names, role, location	communication, administration	Management, administrators	Human Resources
SBO - Human Resources	School Board Office Faculty	staff at SBO	names, location	identification, compliance with Health and Safety	Dept. staff, safety officer	Human Resources
SBO - Human Resources	School Board Office Staff	staff at the SBO	names, positions, departments, contact info	communication, administration	School Board office staff	Human Resources/Superintendent
SBO - Human Resources	SD73 Staff Training	staff	names, training schedule	update training, historical	Dept. staff, school admin, secretaries	Human Resources
SBO - Human Resources	Secondments	staff seconded	names, dates, secondment details	organization, staffing, record keeping	Dept. staff, others on a need to know basis	Human Resources
SBO - Human Resources	Staff On Call	KTTA,CUPE	names, phone #, contact info, qualifications	organization, management, historical	Dept. staff, union	Human Resources
SBO - Human Resources	Staff Photos	staff	name, position	management	All staff	Human Resources
SBO - Human Resources	Staff Rehabilitation	staff rehabilitating	names, location, leave particulars	organization, management, historical	Dept. staff on a need to know basis, union	Human Resources
SBO - Human Resources	Staffing	staff	all staff, dates, assignments	organization, management, historical	All staff based on employee group	Human Resources
SBO - Human Resources	Temporary Teachers	teachers in temp positions	names, location, dates	organization, management, historical	Dept. staff, union	Human Resources
SBO - Information Technology	Alfresco(Server)	staff, students	names, reports	Document retrieval system holding various reports (word docs, etc.) created by management	Administrative/managerial staff, IT Tier-1 techs	IT Director
SBO - Information Technology	Crusher (server) Student email	teachers, students	teacher, student names, email address	To provide a district email address for our students and teachers	Teachers, students, IT Tier-1 techs	IT Director/Network Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Information Technology	Destiny(server)	teachers, students	name, grade, school location, library books borrowed and sign-out history	Our main library system that manages books students can sign-out	Ed. admin (principals), librarian, students, IT Tier-1 techs	IT Director/Network Manager
SBO - Information Technology	Discovery(server)	teachers, students	name, courses taken, letter grades, location	A central repository of distract student data to run reports on student performance.	Ed. admin. staff and school principals	IT Director/Application/Data Manager
SBO - Information Technology	File Servers	staff, students	information on staff, students	File storage system holding documents created by management and accessible through shared folders	Administrative/managerial staff, IT Tier-1 techs	IT Director/Network Manager
SBO - Information Technology	Finance II (server)	employed staff prior to 2012	legacy finance system before switch to new HR/Finance/Payroll system in 2012. Must keep for legacy record purposes.	Financial records of all employees prior to 2012. Legally must keep this info for Provincial/Federal inquires	Finance, Human Resources	IT Director
SBO - Information Technology	FreshGrade	teachers, students, ed admin	usernames, grade level, homeroom, teacher, location, parent emails	Marks, student portfolio & projects, Parent reporting	Teachers, students, ed. admin staff	IT Director/Application/Data Manager
SBO - Information Technology	GEDU	staff, students	usernames, school location, grade level	For logging into google edu productivity tools, user management and access control	Teachers, students, ed. admin staff, IT Tier-1 techs	IT Director/Network Manager
SBO - Information Technology	glpi assets/tickets	staff	staff name and school/building location	IT ticket system where staff submit technology problems that a tech needs to investigate.	Staff, IT department	IT Director
SBO - Information Technology	HR Absences Reporting SRB/OASIS	staff	names, reason for absence, date & time	HR & Finance management	Human Resources, Finance, payroll dept.	Finance Director/HR Director
SBO - Information Technology	Computer Programs	staff		To provide content to user based on their job title and role. Provide messaging directly to the user	All employed staff	IT Director/Communication Manager
SBO - Information Technology	Intranet	teaching, support and admin staff	names, job titles, roles			

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Information Technology	LDAP Directory Services	staff, students	username, encrypted passwords, location, job title/role	Single user login credentials for various services	Tier-1 IT Techs	IT Director/Network Manager
SBO - Information Technology	mailman (server)	selected staff, admin, management, teachers	district email address	To send mass email to a specific employee group (i.e.: all principals)	Staff	IT Director/Network Manager
SBO - Information Technology	MyEdBC	students, teachers, educ. staff, Tier-1 IT Dept.	student demographic info, school location, courses, letter grades, teachers, parent/guardian contact info	Management of student records, reporting (report cards), delivery of education, parent communication	Teachers, students, ed. admin, IT Tier-1 techs	IT Director/Application/Data Manager
SBO - Information Technology	SchoolMessenger	staff, students, parent contact information (phone, email)	student/staff names, phone#, school location, email	Emergency notification to parents, important school and District-level event notification	Ed. admin, principals, school office staff	IT Director
SBO - Information Technology	Shibboleth(server)	teachers, students	usernames and passwords (encrypted)	Provides access (login) to Freshgrade service	IT Tier-1 techs	IT Director
SBO - Information Technology	Sikuli (server)	see "Discovery" server	same as "Discovery" server	Server that automatically downloads student information from MyEdBC directly into Discovery server so Admin staff can run educational reports with latest student data.	Application/data manager	IT Director/Application/Data Manager
SBO - Information Technology	VOIP Phone System	staff	name, location, phone extension	Centralized district phone system.	Staff	IT Director
SBO - Information Technology	Website	public information on admin/management, school trustees	name, job titles, organization contact information (email)	Website information, public events, District Enquiries	Open to public	IT Director
SBO - Information Technology	Zimbra email system	all staff	employee district email address and name	To provide a district email address for our employees.	Staff	IT Director/Network Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Purchasing	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Manager
SBO - Purchasing	Cell phone assignees	every employee with SD73 cell phone	names, work location, account codes	info for phone issues/upgrades	Manager	Manager
SBO - Purchasing	Request for Proposal	company owners, evaluation team members	names, company names, locations	documentation process, evaluations, awards for spend agreements	Dept. staff, Secretary-Treasurer, operations, selected consultants	Manager
SBO - Superintendent	Admin Officers Committee/AOC	senior staff	names, title, contact	communication; admin	Admin council member	Superintendent
SBO - Superintendent	Admin Procedure Updates	all staff	names, email addresses	communicate updates to district admin procedures	senior staff, managers, school admin, access on line	Superintendent
SBO - Superintendent	Appeals to the Board	appellants	names, appeal detail	administration, record keeping	Dept. staff, board in camera	Superintendent
SBO - Superintendent	Appointments/Date Book - Zimbra	people with meetings	names, reason, contact	follow-up, record keeping	Dept. staff, staff on a need to know basis	Superintendent
SBO - Superintendent	Approved Agencies - PAC Fundraising	names, contacts	names, organization, contact info	admin; historical records	All staff	Superintendent
SBO - Superintendent	BC School District Executive Assistants	people with this role provincially	names, districts, email addresses	communication, facilitation	Dept. staff, BCSDEA contacts	Superintendent
SBO - Superintendent	Board and Committee Meetings Minutes - attendance	staff and public	attendees, dates	record keeping	Dept. staff, board members, staff, auditors, Civic Web site	Superintendent
SBO - Superintendent	Board Correspondence	correspondents	name, copy of correspondence	record keeping, administration	Dept. staff, board members, staff	Superintendent
SBO - Superintendent	Board Policy Committee	members, attendees	members information, minutes, attendance	admin; communication; historical	Dept. staff, Board of School Trustees, public	Superintendent
SBO - Superintendent	Board Representation - Committees	appointed trustees, appointed senior staff, stake holders	names, role on committee	administration	Dept. staff, board, public	Superintendent
SBO - Superintendent	Community/Regional Appointments	members, attendees	members information, minutes, attendance	admin; communication; historical	Dept. staff	Superintendent
SBO - Superintendent	District Award Scholarship	student	name, school, PEN, award	Ministry submission for award	Dept. staff, public web site	Superintendent

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Superintendent	District Learning Committee	dist. principals, senior staff	names, locations, attendees	record keeping, historical	Superintendent, dept. staff	Superintendent
SBO - Superintendent	District PAC Meeting Minutes	PAC members	names, school locations,	record keeping, historical	All staff, public	Superintendent
SBO - Superintendent	Education and Student Service Committee Report	name of attendees	report and attendees	reporting to the Board, historical	Dept. staff, trustees, senior staff, PAC President	Superintendent
SBO - Superintendent	Family of Schools	school administrators	names, location, positions, zones	communication, administration	School board staff	Superintendent
SBO - Superintendent	Federal/Provincial Elected Area Reps.	members of Parliament and BC Legislative Assembly	names, contact information, party affiliation	facilitation, communication	Dept. staff	Superintendent
SBO - Superintendent	Former School Board Trustees and School Board Chairs	former trustees/chairs	names, date, role, photo	historical record	Dept. staff, public	Superintendent
SBO - Superintendent	Global Ed/Business	staff	names	record keeping, historical	Superintendent, secretary, vice principal	Superintendent
SBO - Superintendent	Investigations by Superintendent	staff and students/parents under investigation	names and investigation details	management, historical record	Dept. staff on a need to know basis	Superintendent
SBO - Superintendent	Joint Educational Committee	staff and partner group representative on the committee	names, email addresses, minutes - attendees	communication, facilitation	Dept. staff, Committee members, teachers' association	Superintendent
SBO - Superintendent	KTTA Grievances Level 3	teachers	names, work location, grievance	follow-up, record keeping	Superintendent, secretary, KTTA	Superintendent
SBO - Superintendent	Media	media reps	names, organization, contact numbers	communication, news releases, news conferences	Dept. staff	Superintendent
SBO - Superintendent	Ministry Password Recipients	staff	names, positions, email addresses	provide updates regarding Ministry passwords	Dept. staff, school admin, school based teams, IT	Superintendent
SBO - Superintendent	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	Administering the delivery of education in schools, managing student safety	System operators, school admin, school secretary, teachers, Ministry of Education	Superintendent
SBO - Superintendent	Organizational Chart (ORG) - Public Information	All SBO staff	names, roles	organizational, management, communication	All staff, public	Superintendent

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
SBO - Superintendent	Parents Formalized Complaints	parents	names, contact information, dates, topics, dispositions	record keeping follow-up as required	Dept. staff, school admin, other staff on a need to know basis	Superintendent
SBO - Superintendent	Permanent Student Records	students	info required by the BC School Act Permanent Student Record	record keeping	Dept. staff, copies to student, parent/guardians for Rev. Canada	Superintendent
SBO - Superintendent	Public and Staff Communication Log	parents, staff	names, contact information, dates, topics, dispositions	record keeping follow-up as required	Dept. staff, staff on a need to know basis	Superintendent
SBO - Superintendent	Public Board Meetings	members, attendees	members information, minutes, attendance	admin; communication; historical	Dept. staff, Board of School Trustees, public, civic web, electronic to all staff	Superintendent
SBO - Superintendent	Retirement Letter Teachers	teachers	names, years of service	record keeping, acknowledgement	Superintendent, secretary, staff	Superintendent
SBO - Superintendent	School Based Administrators	school administrators	names, location, positions	communication, administration	Senior staff	Superintendent
SBO - Superintendent	School Board Trustees	members	members, zones	all staff, public	All staff, public	Superintendent
SBO - Superintendent	School Leader Meetings	principals, vice principals, senior staff	members information, attendance	admin; communication; historical	Dept. staff	Superintendent
SBO - Superintendent	Senior employee files	senior staff	names, positions, contract information, evaluations	management, historical record	Dept. staff	Superintendent
SBO - Superintendent	Staff Photos	staff	name, position, photo	management	Staff, public	Superintendent
SBO - Superintendent	Student Permanent Record Cards	names, PEN, grades, achievements	students	archived records for students	Students	Superintendent
SBO - Superintendent	Superintendents Council	all superintendents	names, locations, titles	record keeping, historical	Superintendent, secretary	Superintendent
SBO - Superintendent	Superintendent's Report	students, staff	SD73 news, may contain names on staff, students along with dates and news stories	acknowledgement achievements, share news	All staff, public	Superintendent
SBO - Superintendent	Visitor's Book - SBO	visitors	names; arrival/depart times; purpose	record keeping, safety	School board staff	Superintendent
SBO - Superintendent	Zimbra Calendar, appts.	staff, public, students, parents	names, phone #, reason for appt.	record keeping, historical	Superintendent, secretary	Superintendent

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
"School list may not include all schools "Schools						
Schools	1701 Data Collection	students	names, registration, enrollment	recording keeping, Min. of Ed	MyEd, school admin, secretary, counsellors, Education Dept.	Principal
Schools	1701 Designation Files	students	names, registration, enrollment	recording keeping, Min. of Ed	MyEd, school admin, secretary, counsellors, Education Dept.	Principal
Schools	Academic Intervention Plan	students	names, DOB, PEN, grades	identify and provide support needed	MyEd, school admin, teachers, students, counsellors, parent/guardians	Principal
Schools	Academy Registration	students	names, DOB, name of academy	organization, record keeping	MyEd, school admin, teachers, academy staff	Principal
Schools	Anaphylaxis Protections	students	names, location of medicine, reason, parent/guardian permission to administer	facilitate and record the administering of anaphylaxis protection	MyEd, staff as needed	Principal
Schools	Appointments (Books, Calendars/Lists)	any person meeting with staff member	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Principal
Schools	Assessment Test Results	students	names, various test result	assess levels to aid student progress	MyEd, teachers, school admin, counsellors, school based teams	Principal
Schools	Attendance Report Home Contacts	students	names, emergency contact info, workplace	student safety, record keeping	MyEd, school admin, secretary	Principal
Schools	Attendance Report - Staff meeting	staff	staff names, meeting dates, attendees	record keeping	Program admin, secretary	Principal
Schools	Attendance student	students	names, grades, attendance reports, sign in/out	record keeping	MyEd, school admin, clerical , teachers, parents/guardians; call out system	Principal
Schools	Audio or Visually Impaired Students	students with these impairments	names, PEN, DOB, address, parent/guardian contact info, type of impairment, grades	identify CEAs needed for student success and safety	MyEd, school admin, therapists, psychologists, speech language pathologists, teachers, family physician, Interior Health	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Awards/Certificates	students	names, grades, reason for award, dates	historical and recognition	School admin, students, counsellors, teachers, parent/guardian, newspaper	Principal
Schools	Backpack Food Program - Action for Healthy Kids	students	names, grades, notes	facilitation and record keeping	School admin, teachers, counsellors, PAC	Principal
Schools	Band Instrument Rental	students	name, grade, type and serial #, annual fee	record rental agreements, accounting	MyEd, school admin, teacher, secretary	
Schools	Battle of the Books	students participating	names, grades, dates	record keeping	School admin, librarians, teachers	Principal
Schools	Bursaries and Scholarships	students	names, bursary/scholarship name , amount	record keeping	School admin, counsellors, secretaries, newsletters	Principal
Schools	Certified Education Assistants Placement - Classroom Schedules	CEAs	names, placements, student names, teacher	organization, record keeping	School admin, dept. coordinator, office staff, counsellors	Principal
Schools	Class Lists	students	names, student #s, classes, teachers, location	record keeping, management	MyEd, school admin, dept. coordinator, office staff, counsellors	Principal
Schools	Club and Intramurals	students participating	names, grades, names of club, staff sponsors, volunteers, coaches	organization, record keeping	MyEd, school admin, staff sponsors, volunteers, club coaches	Principal
Schools	Commendations	students selected for commendation	names, grade, reason	facilitation and record keeping	Principal, secretary, counsellors, teachers	Principal
Schools	Communication (folders, emails) to Parents	students	names, teacher name, notices to home, student work	communicate student and class info to parents	Individual teacher, student, parent/guardian, school admin	Principal
Schools	Conflict Management Cases	staff	names, DOBs, gender, position, conflict details, action taken, outcomes	record conflicts requiring an administrator to take action		Principal, Human Resources, RCMP
Schools	Counsellors Day Books and Records	students	names, grades, dates, referral notes, records of service	records counselling given to students	Counsellors, school admin, teachers, parent/guardians	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Course Enrolment	students	name, DOB, PEN, course names	organizational, record keeping	MyEd, school admin, teachers, students, counsellors	Principal
Schools	Course Requests	students	names, DOB, Student #, course being requested	scheduling	School admin, office staff, counsellors	Principal
Schools	Criminal Record Check	volunteers	status of request	ensure a criminal record check is obtained	School admin, secretary	Principal
Schools	Debit/Credit Card Machine	students, public	names, payments	accountability, record keeping	Dept. staff, school secretaries	Principal
Schools	Divisions	student, teachers	names, division #, student #	management and organization	MyEd, school admin, secretary	Principal
Schools	Donors/Sponsors	members of the public making donations	names, business name, date, donation detail	record keeping, acknowledgement	School admin, secretary	Principal
Schools	Emergency Procedures Roles	staff	emergency protocol assignments	record keeping	School admin, all school staff, Health and Safety	Principal
Schools	Emergency Release Data	students	names, DOB, gender, photos, emergency contact info	student safety and safe release after an evacuation or other incidents	MyEd, school admin, staff acting in emergency	Principal
Schools	Employee Injuries	injured staff	names, dates, injury info, response, name of attending First Aid	record keeping, to track reoccurring injuries	School admin, records clerk, Health & Safety, Worksafe	Principal
Schools	Employees	employees of the school	individual files and employment related records	enable supervisors to administer their area of responsibility	School admin	Principal
Schools	English Language Learning (ELL) students	students with English as a second language	names, DOB, PEN, grades, first language	assess students for language proficiency, provide support	MyEd, school admin, teachers, counsellors	Principal
Schools	Enrolments	students	names, grades, address, program, previous school,	organization and district enrolment data	MyEd, school admin, counseling department, teachers	Principal
Schools	Exceptional Educational Needs Students	students recommended by the principal in consultation with school based team	names, DOB, grades, PEN, recommendation notes	facilitation and record keeping	MyEd, school admin, teachers, CEAs	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Facility Rentals	individuals and organizations who have rented school space	names, addresses, contact info, rental dates, room, requirements, purpose	organizational , planning, record keeping	District Rental staff, school admin, teachers, secretary, custodian	Principal
Schools	Faculty Directory	staff	names, positions, work contract info	enable communication	Staff, parents/guardians, newsletter	Principal
Schools	Family Interviews	parents/guardians	student name, grade, parent/guardian , purpose, notes, outcome	student support, follow up, historical record	MyEd, school admin, teacher, counsellors, parent/guardians	Principal
Schools	Fees Paid Record	students	type of fee, textbook deposit, status of payment, subsidy/waiver if applicable	record of fees levied, status of payment, textbook deposit	MyEd, school admin, teachers, secretaries	Principal
Schools	Field Trips and Journey Permission Status	students	student name, trip information, permission granted	record permission given by parent/guardian for student to participate	MyEd, school admin, teacher, school secretary, parent/guardian	Principal
Schools	Field Trips and Journey Records	students, staff	trip records including dates and destination; means of transport; teacher leader, staff and volunteers	manage and record field trips, details for historical purposes and emergency use	MyEd, school admin, district office, teacher leaders, secretaries, parent/guardian, newsletter	Principal
Schools	Fire Drill Roll Call	all staff	names, location	monitoring, facilitate drills	Dist. staff, secretary, Fire Dept. WorkSafe	Principal
Schools	First Aid Attendants	staff with recognized first aid training	names, usual site location,	first aid response, meets with WorkSafe BC requirements	All staff, WorkSafe	Principal
Schools	First Nations Students	students	name, info on registration forms	deliver education program, support students to succeed, compile statistics	MyEd, school admin, teachers, advocates, tutors, BC Baronial Information Management	Principal
Schools	Freedom of Information Form	students	name, student #, grade, parent/guardian permission for release of student photo, name, and grades posted by student #	parent/guardian permission, record keeping, communication	MyEd, school admin, teachers, counsellors, secretaries	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	FreshGrade	administration, management, data centre staff	usernames, grades, school and educational content	communication of student learning	Staff, students, parent/guardian, Freshgrade	Principal
Schools	Fundraising Activities by PAC	names of participating students, staff, parent/guardians	participants, type of activity, dates, financial records	record all fundraising activities and participants, maintain accountability with DPAC	Admin, PAC Executive, activity coordinators, public	Principal
Schools	Graduates and Graduate events	students, staff	names identified graduating students	record keeping	Dept. staff, admin, parents/guardians, Superintendents, newsletter	Principal
Schools	Grievances	past or current employees at the school who have filed grievances	griever/s, name/s, dates relevant details, outcome	record keeping	School admin, Superintendent, Human Resources	Principal
Schools	Harassment; Threat of Violence	staff; students; parent/guardians; public	name/s, reasons, action taken, outcomes	record keeping, faculty safety	School admin, school Health & Safety Committee, superintendent, staff on a need to know basis	Principal
Schools	Home Room Assignment	students, teachers	name, student #, grade, gender	management and organization	MyEd, school admin, teachers, secretaries, counselors, parents	Principal
Schools	Incident Reports	student, staff, visitors injured on site or personal property damage on site	names, contact information, date and time of incident (details), attending First Aid, response, outcome	record keeping, file reports with drivers insurer	School admin, Secretary Treasurer Office, SD73 Risk Management Branch, Worksafe, RCMP	Principal
Schools	Individual Education Plan (IEP)	students	names, DOB, PEN, grades	monitor plans for students, record keeping	MyEd, school admin, teachers, counsellors, CEAs, school based teams and professionals within SD73	Principal
Schools	International Students	immigrant students and families	student names, enrolment info, immigrant family names, contact information, host families	facilitation and record keeping	MyEd, dept. staff, ELL staff	Principal
Schools	Internet Access Permission Status	students	name, grade, permission signed by parent/guardian	record keeping	MyEd, school admin, library, computer labs, office staff	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Investigations (of child) by Superintendent Order	child reportedly not registered under Section 13 of the School Act	name of reporter and contact info, name of child, parent/guardian, address, circumstances	comply with Ministry Order to investigate and report a child allegedly not registered at school	Parent/guardian, Superintendent, designated professional under the Child and Family Act, School Admin, counsellors	Principal
Schools	Investigations Staff	staff	name, employee number, date	record keeping and reporting to comply with laws and regulations; policy; union regulations, health and safety	School admin, District HR, Board of Trustees, Union, RCMP, Ministry of Families and Child Development	Principal
Schools	Investigations Students	student	name, DOB, student #, grade	record keeping and reporting to comply with laws and regulations; policy, health and safety	MyEd, school admin, counsellors, school based case manager, Superintendent, RCMP, Ministry of Families and Child Development	Principal
Schools	Key and Fobs	staff	name and key or fob info	tracking of assigned key/fob	Dept. staff, secretary	Principal
Schools	Kindergarten Orientation	children and parents/guardians	name, contact information	organization, record keeping	School admin, secretaries, newsletter, webpage	Principal
Schools	Leave of Absence Requests	staff	name, LOA request, dates, reason	review, scheduling and monitoring	School admin, Human Resources, payroll	Principal
Schools	Library/Computer Loans	students borrowing items	names, student #, grades, item on loan	record keeping	Library, computer lab staff	Principal
Schools	Lockers/Cubbies	students	names, grade, locker assignment, lock combination, cubby	record keeping	School admin, office staff, teachers, CEAs, parent/guardians	Principal
Schools	Lunch Monitors	students	names, dates, parent/guardian permission	organization, record keeping	School admin, secretaries, teachers, parent/guardian	Principal
Schools	Me to We	students	names, grades, dates	record keeping fundraising	School admin, teachers, secretaries	Principal
Schools	Meals "Hot Lunch" PAC Activity	student	name, parent/guardian, contribution	facilitation, accounting	Coordinators, lunch program assistants, PAC	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Medical Alert	students with serious medical needs	names, DOB, grade, medical alert information	enable immediate response to specific students in medical alert	School admin, teachers, CEAs, First Aid Attendants, Family Physicians, Interior Health	Principal
Schools	Medical Consent from Parent/Guardian	student	names, DOB, parent/guardian names/records of consent	ensure consent is on file	MyEd, school admin, secretaries, CEAs, Public Health	Principal
Schools	Medical Information - Staff	staff	name, medical information, emergency contact info	staff safety	School admin, secretary, first aid attendant	Principal
Schools	Medical Room Use	students, staff	names of temporary users	record keeping	School office staff, teacher	Principal
Schools	Medication to Students Log	student	student names, medication names, dates administered and by whom	record keeping	MyEd, school admin, staff on a need to know basis, parent/guardians, family physician,	Principal
Schools	Ministry Designated students	students	names, PEN, grades, designations	provision of support	MyEd, principal, counsellor, school based team	Principal
Schools	Ministry Provincial Results	students	names, PEN, percentages, letter grades	record keeping and statistics, identify support needed	MyEd, school admin, teachers, counsellors, records clerk	Principal
Schools	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	Administering the delivery of education in schools, managing student safety	System operators, school admin, secretary, teachers, Ministry of Education	Principal
Schools	Newsletters	students, staff	news about and generated by the school that might contain names and grades of students	acknowledge successes, inform parent/guardians, community about the school activities and events	All staff, students, parent/guardians, SBO, community, School Web Page	Principal
Schools	No Contact Orders	any person for whom an order applies	names, order numbers	student safety, to comply with the law	MyEd, dept. staff, counsellors, admin,	Principal
Schools	Noon Hour and End of Day Supervisors	supervisors	names, contact info, employee remuneration, work dates	facilitate supervision of students	School admin, secretary,	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Oasis Staff Attendance	staff	name, daily absence, reason	record keeping	School admin, clerical, Human Resources, payroll	Principal
Schools	Organization Chart/Location Map	staff	names and usual locations	organizational	All staff	Principal
Schools	Parent Advisory Council	PAC members	names, contact info and roles	facilitate communication, historical	School admin, staff, parents/guardians, newsletter	Principal
Schools	Parent/Teacher Interviews	student, parent/guardians	names, contact information, dates, time, purpose (subject of student)	communication of class with parent/guardians	Computer program web page, admin, clerical, teachers, students, parent/guardians,	Principal
Schools	Parent/Guardian Helpers	adult volunteers	names, contact info, address, police record check confirmation, type of help	organization and record keeping	School admin, secretaries, program coordinators, teachers	Principal
Schools	Parking Passes - Students and Staff	students and staff	name, pass #	facilitate parking	School admin, secretaries	Principal
Schools	PEN Numbers	students	names, DOB, gender	record keeping and student tracking	MyEd, secretary, Min of Ed.	Principal
Schools	Performers/Presenters at School Events	performers	names, contact info, dates, type, location in school	record keeping and historical	Superintendent, school admin, staff, students, newsletter, webpage	Principal
Schools	Performing Groups in school i.e.: Choir, Drama, Dance	students	performance dates, names, name of group, coordinators, organizers	organisational, historical	School admin, staff, parent/guardians, volunteers, newsletter, webpage	Principal
Schools	Permanent Student Records	students	info required by the BC School Act Permanent Student Record Order, name , PEN, grades	record keeping	MyEd, school admin, parent/guardians, student, Min of Ed.	Principal
Schools	Permanent Student Records Locator	students	names, DOB, PEN, entry dates, leaving dates, reason for leaving, grad dates, PSR receiver	record keeping	School admin, counselling secretary, counsellors	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Position to Graduate	students	information regarding students position or not in position to graduate, could include letter to the parent/guardians	info for counsellors and parent/guardians	MyEd, school admin, counsellors, parent/guardians, secretary	
Schools	Prep Time Roster	staff	names, dates, time	organization, record keeping	All staff	Principal
Schools	Registrations/Applications/ Wait Lists	students	info provided on the District registration forms available on-line	management, record keeping and organization	School admin, secretary, teachers, counsellors	Principal
Schools	Resource Program	students	name, DOB, PEN, students enrolled in Resource Room Program	monitor plans for students, record keeping, provide support	MyEd, admin, teachers, secretaries, CEA, school based teams, therapist, hospitals	Principal
Schools	Room Assignments	staff, students	names and room numbers	organizational, record keeping, communication	MyEd, all staff	Principal
Schools	School Based Team Interview Schedule	students, parents/guardians	names, grade, date, purpose, attendees	historical records	MyEd, school admin, school based teams, RCMP and /or other authorities as needed	Principal
Schools	School Based Team Referrals	student referred for specialized support	student name, referral specialist	monitor student progress, appropriateness of referral	MyEd, school admin, counsellors, school based teams, outreach workers	Principal
Schools	School Fees/Textbook Deposit	students	names, classes, fees	record keeping, accounting	MyEd, school admin, school staff, secretaries	Principal
Schools	School Messenger - Call Out System	students	name, contact, communication	communication with parents/guardians	School admin, secretaries	Principal
Schools	School Photos - Individual Students	students	names, student #, grade	identity, record keeping, Yearbook	MyEd, school admin, school secretary, photographer, student	Principal
Schools	School Team Photos	student, coaches, assistants	names, grade, name of team,	news, Yearbook, historical	All staff, students, parent/guardians, photographer, coaches	Principal
Schools	School Website	students, staff	names, dates, upcoming events	public information	All staff, students, public	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	SPED (Response to Intervention Tiers Program)	students	names, DOB, grades	facilitation, record keeping	MyEd, school admin, secretary, counsellors, school based team	Principal
Schools	Staff Absences	staff	name, date, reason	record keeping	Oasis, Human Resources, school admin, secretary	Principal
Schools	Staff Composite Photos	staff	annual photo of staff groupings	historical	All staff, students, parent/guardians, photographer	
Schools	Staff Evaluation	staff	name, date, evaluation	record keeping	School admin, Human Resources	Principal
Schools	Staff Meeting Minutes	staff	names, attendance dates	historical	School staff	Principal
Schools	Staff Photos	staff	name	identification purpose Yearbook	School admin, staff, students, photographer	Principal
Schools	Staff Timetable	teachers	names, grades, schedules, special assignments	organizational and management	MyEd, school admin, secretaries, teachers, counsellors	Principal
Schools	Standing Granted	student	name, course, reason for standing grant	record for standing granted for the year	MyEd, secretaries, counsellor	Principal
Schools	Student Behaviour issues	students	names, DOB, PEN, grades, behaviour notation, may contain copies of letters to parents	ensure safety of students and staff	MyEd, school admin, counsellor, staff on a need to know basis	Principal
Schools	Student Class Placements	students	name, student #, grade	planning	MyEd, school admin, school office	Principal
Schools	Student Cumulative Files	students	documentation of all significance personal information, records, education items, progress reports, behavior reports,	create an individual central school record for every student	School admin, counsellors, secretary, teachers, school based teams	Principal
Schools	Student Identities	students	all students: photos, names, DOB, gender, address, parent/guardian contact info, emergency contacts	enable identification of every student	MyEd, all staff, RCMP, Regional Emergency Service Providers	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Student Investigation	students	names, DOB, PEN, grades	record keeping, reporting to comply with laws and regulation; and policy,	MyEd, school admin, counsellor, school based case manager, RCMP, Families and Child Development	Principal
Schools	Student Previous School Record	students	name, DOB, all info provided by previous school	placement, ascertain support needed in order to deliver education	MyEd, school admin, counsellors, secretary	Principal
Schools	Student Progress Reports	students	name, student #, grade, report on student achievement, grades, teacher comments	ensure reports are provided according to schedule	MyEd, school admin, staff, parent/guardians, student	Principal
Schools	Student Timetables	students	individual student schedules	organization, record keeping	MyEd, school admin, staff, parent/guardians	Principal
Schools	Students Receiving Learning Assistants	students	names of students	record keeping and monitoring	MyEd, school admin, counsellors, learning asst. teachers, CEAs	Principal
Schools	Students Transitioning	students	students transitioning to other schools, students graduating	student data to be provided to feeder school, names, DOB, PEN, student info for ceremony	MyEd, school admin, receiving school admin, secretaries	Principal
Schools	Student Use & Consent Form Technology	students	name, grade parent/guardian permission	permission to use student, photo, name, marks by student #	MyEd, school admin, staff, parent/guardians	Principal
Schools	Students Using School Buses	students	names, bus numbers	recording keeping	MyEd, school admin, secretaries, CEAs, bus supervisors, transportation department, bus drivers	Principal
Schools	Submission of Grades	students	names, PEN, DOB, address, records of marks	info for Ministry of Ed when registering students for provincial exams and student graduation	MyEd, Min. of Ed, secretaries, counsellors	Principal
Schools	Sunshine Funds - Birthday Lists/important dates	staff who participate	names, DOB, special events	acknowledgement	Staff committee, office staff	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Supervision Roster	staff on supervision duty	name and daily schedule	organizational	All staff	Principal
Schools	Suppliers; Service Providers	businesses	business names, billing info, service provider, dates	record keeping, billing	School admin, secretaries, custodian	Principal
Schools	Suspensions In/Out Schools	students	student names, DOB, PEN, suspension note, duration	record keeping and monitoring	MyEd, school admin, district senior staff, counsellors, teachers	Principal
Schools	Teacher Assignment Requests	teachers	teachers making requests	facilitate teacher placement and school organization	School admin	Principal
Schools	Teacher Candidates	student teachers	list of student teachers placed at the school	provide a record of practicum	School admin, teacher sponsors, University attended	Principal
Schools	Teachers Day Books	students within a classroom	names, reason for notation	planning and management	Teachers, principals, teachers-on-call	Principal
Schools	Teachers On Call	teachers on call	names, contact info, who are they replacing	enable school administrators and teachers to arrange for substitute teachers	Oasis, school admin, secretary, teachers	Principal
Schools	Temporary Teachers	teachers	names, location and position dates	organization, management, record keeping	Oasis, KTTA, school admin, staff, Human Resources	Principal
Schools	Terry Fox Run	students	names, grades, teachers	acknowledgement	All staff	Principal
Schools	Transcripts of Grades	students	individual transcripts	permanent record for schools and district use, available upon student request	MyEd, secretaries, counsellors	Principal
Schools	Transfer Requests	students	students wishing to change teacher/school, name, request details	management	School admin, counsellors, secretary	Principal
Schools	Transportation Special Needs	students	names, type of transportation required	facilitation, record keeping	School admin, CEAs, Transportation	Principal
Schools	Transportation - Subsidy Application	students	names, contact info, reasons for request	record keeping	School admin, secretary, Finance	Principal

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Schools	Trespass Orders, School Act 177	trespassers	name, contact, reason for issuance order, action taken	ensure safety of students and staff	School staff on a need to know basis	Principal
Schools	Visitors Record book	visitors	name, time, date and purpose of visit, classroom #	record keeping, Worksafe standards, fire regulations	School admin, staff	Principal
Schools	Volunteer drivers	parents/guardians and staff who volunteer to drive students during school hours	name, address, contact, drivers license, plate #, registration and insurance info	facilitation, record keeping	School admin, secretary, teachers, counsellors	Principal
Schools	Waivers/Opt out	students	names, waivers signed by parent/guardians	facilitation, record keeping	MyEd, school admin, secretary, teachers, counsellors	Principal
Schools	Withdrawn Students/School Leaving Records	students	name, DOB, PEN, grades, reason, records receiver	record student who have withdrawn	MyEd, school office, district office	Principal
Schools	Work Experience	students	name, grade parent/guardian permission, work placement site	records work experience of student	MyEd, school admin, career program dept., counsellors	Principal
Schools	Work Experience Agreements	students/employer	name, work site, supervisor	legal contract required for work experience students, record keeping	MyEd, school admin, work experience teacher, counsellor, business owner	Principal
Schools	Work Alone Log	staff working alone	names, location, arrive/leave times	ensure staff safety, Worksafe	School admin, Worksafe	Principal
Schools	Yearbook	student, staff	grade, name individual photos and group photos, messages	commemorating their attendance at school	School staff, parent/guardians, public	Principal
Transportation	Appointments (Books, Calendars/Lists)	any person meeting with staff member	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Manager
Transportation	Bus Drivers	drivers	names, contact numbers, route, bus number, zone	administration and communication	Dept. staff, bus drivers, secretary	Manager
Transportation	Bus Drivers Training	names in training programs	names, qualification received	personal files, upgrades	Dept. staff, drivers	Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Transportation	Commercial Vehicle Inspection Program	inspector	name, bus information, date of inspection, certification	to meet commercial vehicle enforcement requirements, record keeping	Dept. staff, secretaries	Manager
Transportation	Complaints & Concerns	staff, public	name, details, results, follow up or discipline	management, follow up, historical record	Transportation, Human Resources	Manager
Transportation	CUPE seniority list	CUPE staff	date, name, position, location	seniority list for staff information	All staff	Manager
Transportation	Drivers Overtime Hours	drivers	name, overtime accumulation	record of hours, payroll	Dept. staff, secretary, payroll	Manager
Transportation	Drivers Timecards	drivers	name, hours worked	record of hours, payroll	Dept. staff, secretary, payroll	Manager
Transportation	Drivers, Employee Files	drivers	names, contact info, criminal record, medical & drivers license	cumulative employee record	Dept. staff, secretary, Human Resources	Manager
Transportation	Emergency Contact - for Drivers SD73	staff to be contacted in an emergency	names, title, phone numbers	provision of emergency staff contacts for drivers	Dept. staff, drivers Manager, employee, Human Resources	Manager
Transportation	Employee Evaluation	employees	name, position, evaluation	record keeping, human resources	Dept. staff	Manager
Transportation	Employee Short List	staff	names, contact #s, qualifications	record keepings	Manager, payroll	Manager
Transportation	Extra Field Trip Payroll Records	names	names, extra time, route	record keeping, payroll management, tracking, record keeping	Dept. staff, secretary	Manager
Transportation	Field Trip Drivers	drivers	name, contact info, filed trip status		Driver, dept. staff, secretary, school admin, trip supervisor, Commercial vehicle enforcement - BC Ministry	Manager
Transportation	Field Trip Roster	School admin, trip supervisor	names, dates, time, destination, special instructions, field trip #	meet filed trip requirements and protocols	Dist. Staff, secretary, Fire Dept. WorkSafe	Manager
Transportation	Fire Drill Roll Call	all staff	names, location	monitoring, facilitate drills	Secretary, manager, Health Service	Manager
Transportation	Flu Shots	staff	names, medical information	facilitation, record keeping	Dept. staff, secretary, gas companies	Manager
Transportation	Fuel Cards	Dept. staff	names, card numbers, PIN info	tracking of assigned fuel cards		

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Transportation	Incident Reports	staff	names, incident info, attending first aid	recording, historical record of health or safety issues	Dept. staff on a need to know basis, WorkSafe, Health & Safety	Manager
Transportation	Investigation by Manager	staff	names, detail of investigation, result, follow up	management, follow up, historical record	Manager, Human Resources	Manager
Transportation	Key and Fobs	staff	name and key or fob info	tracking of assigned key/fob	Dept. staff, secretary	Manager
Transportation	Key Board	names	names and key #s	record keeping	All staff	Manager
Transportation	MyEd BC	students	Elements of info or data identified by My Education BC including but not limited to names, addresses, contacts, school history, grades, teachers,	Administering the delivery of education in schools, managing student safety	System operators, manager, Ministry of Education	Manager
Transportation	Parking Passes	names	name and allotted parking stall	management, record keeping	Dept. staff, drivers	Manager
Transportation	Relief Drivers	staff	names, contact #s, qualifications	facilitation, record keeping	Dept. staff, payroll	Manager
Transportation	Safety Minute Meetings	safety committee	names, roles	record keeping	All staff	Manager
Transportation	School District Worksite Location List	staff	principals/vice principals, secretaries names, locations, phone #s	record keeping	All staff	Manager
Transportation	School Secretaries	staff	names, contact #s, emails	facilitation	Dept. staff	Manager
Transportation	Spare Bus Sign Out Sheet	drivers	name, route, bus #	record keeping, billing	Dept. staff, finance, payroll	Manager
Transportation	Special Need Students - Bus Assignments	students, CEAs	names student/CEA, contact #s, special needs requirements	facilitation, record keeping	Dept. staff, CEAs, parents/guardians	Manager
Transportation	Student School Bus - Registration	students, parent/guardians	names, school, registration forms	management, record keeping	MyEd, Dept. staff, secretaries, supervisors	Manager
Transportation	Summer Games/Special Olympics, Events	drivers	name, location, bus #, route	record keeping, billing	Dept. staff, Finance, payroll	Manager
Transportation	Technical/Mechanical Certificates	employees	names, certificate, qualifications	record keeping, human resources	Manager, employee, Human Resources	Manager

Location	Title	Individuals in bank	Information Maintained	Purpose of Information	User(s) of Information	Department Contact
Transportation	Third Party Complaints	drivers, public	names, dates, routes, concerns, follow-up	route reviews and concerns addressed	Dept. staff, secretaries, Trans. & Safety Officer, City of Kamloops transit, RCMP	Manager
Transportation	Various Letters of Correspondence	staff, public	names, detail of investigation, result, follow up	management, follow up, historical record	Manager, staff on need to know basis, RCMP	Manager
Transportation	Versa Trends	students , medical information	names, schools, medical alerts	management, record keeping	Manager, CEAs	Manager
Transportation	Visitor Sign In	visitors	names, time in/out	record keeping, safety	Dept. staff	Manager
Transportation	Work Orders for Buses	drivers requesting work	names, bus number, work requested/completed	facilitation	Dept. staff, mechanics, drivers	Manager
Transportation	Work Safe Reports Employee Injury	staff	names, incident info, attending first aid	recording, historical record of health or safety issues	Dept. staff, WorkSafe, Health & Safety	Manager
Twin Rivers Education Centre	Appointment/Date Book	any person meeting with staff	names, dates, time and relevant information	planning, recording, follow-up	Dept. staff on a need to know basis	Principal
Twin Rivers Education Centre	Four Directions	adults	names, dates, previous education, photos	planning, recording, accounting	Staff, secretaries, Finance, Parole Officers, Kamloops Correctional Center	Principal
Twin Rivers Education Centre	Graduated Adults: Course Fees	adults	names, dates, previous education, fees	planning, recording, accounting	Staff, secretaries, Finance	Principal/Vice Principal
Twin Rivers Education Centre	School Meals Programs	students	names	planning	Cooking staff	Principal
Twin Rivers Education Centre	Street School	adults	names, dates, previous education, photos	planning, recording, accounting	Staff, secretaries, Finance, Parole Officers, Kamloops Correctional Center	Principal