



Langley School District Directory of Personal Information Banks

December 2023



“An innovative, inspiring and unified Learning Community”

Directory of Personal Information Banks

The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of Langley School District and to assist the public in identifying the location of personal information about them held by the district.

The British Columbia Freedom of Information and Protection of Privacy Act defines a Personal Information Bank as a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particulars assigned to the individual.

DEFINITIONS

“Bank” means a personal information bank within the meaning of the Act.

Department: The organizational unit(s) with responsibility for custody of the records in a Bank.

Personal Information Bank Name: The name assigned to a bank by the Langley School District#35.

Location: Physical site or sites at which the records are kept. Note that not all similar locations, i.e., departments/schools, may necessarily maintain any specific bank.

Individuals in Bank: The individual about whom the personal information is about.

Information Maintained: Description of the type of personal information in a bank.

Purpose for Collection, Use, and Disclosure: The reason that the personal information is collected, used, and disclosed by the District.

Persons Information is Used By and/or Disclosed To: Self-explanatory.

Authority for Collection of Personal Information: The legal authority to collect, use and disclose personal information under the *Freedom of Information and Protection of Privacy Act* and other applicable laws including the *School Act*.

Table of Contents

Aboriginal Self-Identification and Parental Consent to Service Form	4
Assessment Tests / Results	5
Athlete Registration for BC School Sports	6
Attendance Auto-Dialer System	7
Bequests and Donations	8
Board of Education – Trustees	9
Book a Bus	10
BookKing Software	11
Child Abuse Reports (Suspected)	12
APOC - Choice Programs-Grandfathered Waitlist	13
Class Attendance Sheets	14
Criminal Record Check Forms	15
Destiny (Library Database)	16
Drivers Abstracts	17
Emergency Contact Binder	18
Employee Files	19
File Maker Pro	20
FreshGrade	21
Google Suite Database	22
iVOS Software – Student-based Incident Reporting	23
Key Suppliers	24
Laserfiche	25
Medication Log - Administration Permission	26
Moodle Database	27
Office 365	28
PowerSchool – BAS (Accounting – Accounts Payable & Accounts Receivable)	29
PowerSchool – OPS (Payroll System)	30
Principalm	31
Rosetta Stone	32
SeeSaw Database	33
Student Achievement Information	34
Student Information System (MyEdBC)	35
Student Information System (Robinson and Robinson)	36
Student Information System (True North)	37
Student Record Files (G4 File)	38
Suicidal Ideation Reports	39
WEST Data Based Management System / iCare	40
Versatrans	41
Violent Threat Risk Assessment Reports	42

Department: Aboriginal Education

Personal Information Bank Name:

Aboriginal Self-Identification and Parental Consent to Service Form

Personal Information Location:

Aboriginal Program office

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

To accurately record parent/guardian consent to services, student declaration of self-identification, and to comply with 1701 numbers for the Ministry of Education and Child Care

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Student name, self-identification of aboriginal ancestry, school, grade, birthdate, gender, home phone, cell phone, email address, name of siblings with ancestry, grade of siblings with ancestry, school of siblings with ancestry, parent/guardian name, signature and address, indication of consent for use of student's image

Persons Information is Used By and/or Disclosed To:

Aboriginal Program staff, authorized administration and teachers

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Assessment Tests / Results

Personal Information Location:

Elementary, Middle, Secondary Schools

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

To record accurate results for any assessments or tests that have been administered to students

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Student name, PEN number, information relating to the assessment including but not limited to designation and medical history

Persons Information is Used By and/or Disclosed To:

School-based staff, District Office Staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Athlete Registration for BC School Sports

Personal Information Location:

Elementary, Middle, Secondary Schools

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

To provide accurate information for registration of students into the BC School Sports Athletic Contests

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Student name, PEN number, phone number, address, school name, DOB

Persons Information is Used By and/or Disclosed To:

BC School Sports, authorized school-based and district staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Attendance Auto-Dialer System

Personal Information Location:

1. Secondary school servers, and
2. School Messenger:

100 Enterprise Way, Suite A-300
Scotts Valley, CA 95066

175 Bloor St. E., South Tower, Suite 900
Toronto, ON M4W 3R8 Canada

T: (888) 527-5225

F: (888) 333-3454

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

To enable an accurate upload to the attendance auto-dialer for secondary schools to notify parents of unexcused absences

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Pupil number, periods absent

Persons Information is Used By and/or Disclosed To:

School-based staff, technology staff, School Messenger

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Bequests and Donations

Personal Information Location:

Elementary, Middle, and Secondary school servers

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

Record donation gifts or bequests received from organizations' business, societies or individuals.

Collected Personal Information is About:

Individual and/or corporate donors

Type(s) of Personal Information Collected:

Specific donation, name of donor, contact info

Persons Information is Used By and/or Disclosed To:

School-based staff, authorized finance staff, technology staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Board of Education - Trustees

Personal Information Location:

District contact lists, district website

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

Provide accurate information of Board of Education - Trustees

Collected Personal Information is About:

Board of Education - Trustees

Type(s) of Personal Information Collected:

Trustees name, picture, and contact information

Persons Information is Used By and/or Disclosed To:

Authorized School-based staff, authorized district office staff, public website

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Transportation

Personal Information Bank Name:

Book a Bus

Personal Information Location:

District Server, IntraNet (web-based program thru the District staff page)

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

To provide transportation for field trips or school activities

Collected Personal Information is About:

School activity, number passengers, dates/times

Type(s) of Personal Information Collected:

School name/teacher name/requested pickup and drop off locations and times/number of students/type of bus required/wheelchair lift required/account code/ phone number/email/grade

Persons Information is Used By and/or Disclosed To:

Authorized transportation staff, administrators, authorized school staff, administrators

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Office Services

Personal Information Bank Name:

BookKing Software

Personal Information Location:

Pacific Tier Solutions Inc. (Book King)
#110 – 2871 Jacklin Road
Victoria, BC, V9B 0P3, Canada

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

For booking and billing purposes of School District #35 - Langley facility rentals

Collected Personal Information is About:

Staff, general public, businesses, film production co.'s

Type(s) of Personal Information Collected:

Name, address, phone numbers, e-mails, electronic signature, required fees

Persons Information is Used By and/or Disclosed To:

Authorized district staff, authorized administrators

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Student Support Services

Personal Information Bank Name:

Child Abuse Reports (Suspected)

Personal Information Location:

Paper copies - District Principal of Student Support Services' office; Executive Assistant's H Drive, District Principal of Student Support Services' One Drive Account. Starting April 1, 2019, all reports exist exclusively on CARSI database on the District's server

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

To document suspected child abuse

Collected Personal Information is About:

The specifics of an incident that may be considered child abuse

Type(s) of Personal Information Collected:

Name, birthdate, grade, school, siblings, address, parent's names, contact phone numbers. The report also lists the 'accused' as well as the reporter (employee)

Persons Information is Used By and/or Disclosed To:

Authorized District Administrators, Authorized School-based staff MCFD

Authority for Collection of Personal Information:

FIPPA, School Act, MCFD

Department: Office Services

Personal Information Bank Name:

APOC - Choice Programs-Grandfathered Waitlist

Personal Information Location:

Server-APOC Software

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

To secure accurate "Grandfathered" registration information for Choice Programs

Collected Personal Information is About:

The preregistered student information, Choice of Program, Year of Kindergarten Entry

Type(s) of Personal Information Collected:

Name, birthdate, grade, school, siblings, address, parent's names, contact phone numbers, email, program choice

Persons Information is Used By and/or Disclosed To:

Authorized District Administrators, Authorized School-based staff, Authorized IT staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Class Attendance Sheets

Personal Information Location:

Elementary, Middle, and Secondary Schools

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

To ensure attendance is accurate (used outside MYEDBC when unavailable or for TTOC)

Collected Personal Information is About:

Student

Type(s) of Personal Information Collected:

Student first and last name, pupil number, grade

Persons Information is Used By and/or Disclosed To:

School based staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Criminal Record Check Forms

Personal Information Location:

Elementary, Middle, and Secondary Schools

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

To record criminal record check results for all persons working with students in the school district

Collected Personal Information is About:

School district employees and volunteers

Type(s) of Personal Information Collected:

Name, address, phone number, date of birth, gender, birthplace, maiden name, previous name, driver's license, postal code country of birth, position (job title),

Persons Information is Used By and/or Disclosed To:

District Administrators

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Destiny (Library Database)

Personal Information Location:

Elementary, Middle, Secondary Schools, Media Centre

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

To keep accurate student information in Destiny and to record student use of library resources

Collected Personal Information is About:

Students, parents, staff

Type(s) of Personal Information Collected:

Name, grade, pupil number, gender, DOB, school name, homeroom, home address, home phone number, parent name

Persons Information is Used By and/or Disclosed To:

Media Centre staff, school-based library staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Drivers Abstracts

Personal Information Location:

Elementary, Middle, and Secondary Schools

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

To record driving records for all parent volunteers who drive students and school district employees that drive as part of their employment and ensure that they pass the requirements for their respective driving tasks

Collected Personal Information is About:

Volunteer drivers, and school district employees who drive students

Type(s) of Personal Information Collected:

Name, first name, license number, issue date, expiry date, date of birth, restrictions (if any), class of license, weight, height, sex, eye colour, hair colour, registered address, personal health number and picture of driver

Persons Information is Used By and/or Disclosed To:

Authorized school-based staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Emergency Contact Binder

Personal Information Location:

Elementary, Middle, Secondary Schools, District Departments

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

To keep accurate quick access for student/staff info

Collected Personal Information is About:

Students, parents, staff, spouse/contact person

Type(s) of Personal Information Collected:

Student: Name, grade, pupil number, gender, date of birth, school name, homeroom, home address, home phone number, email

Staff: Name, address, phone number(s), email, spouse/contact name and number

Persons Information is Used By and/or Disclosed To:

Authorized school-based staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Employee Files

Personal Information Location:

Elementary, Middle, and Secondary Schools

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

For employment certification, appraisals, letters of reference, staff development/training, special requests

Collected Personal Information is About:

Teachers, Support Staff, Administrators

Type(s) of Personal Information Collected:

Last and first name, address, date of birth, gender, phone number(s), social insurance number, certification number, certification information, salary, employment comments, training information, citizenship, marital status, educational and employment history, employment commencement date, resume, application for employment, performance appraisals, grievances, letters of reference, staff development, training information, appointment records, pay and benefits information, attendance records, workers compensation information, employee assistance, health and life insurance records, job classification/assignment, discipline information, and other personal data related to employee

Persons Information is Used By and/or Disclosed To:

School Based Administrator, supervisory staff/HR management

Authority for Collection of Personal Information:

FIPPA, Employment Standards Act, Labour Relations Code, School Act

Department: Office Services

Personal Information Bank Name:

File Maker Pro

Personal Information Location:

District Server

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

For shipping and invoices purposes specifically for publication requests.

Collected Personal Information is About:

Customers of Publications

Type(s) of Personal Information Collected:

Name, address, email, phone number, product ordered, amount, taxes, shipping fees, and total charged.

Persons Information is Used By and/or Disclosed To:

Staff, administrators, clients

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

FreshGrade

Personal Information Location:

Information Technology – FreshGrade Kelowna

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

Portfolio platform to promote collaboration between teachers, students, and parents

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Class information, course information, parent information, school details, staff information, and student course selection

Persons Information is Used By and/or Disclosed To:

Teachers, students, parents

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Google Suite Database

Google Suite is a brand of cloud computing, productivity and collaboration tools, software and products developed by Google.

Personal Information Location:

Alternative Education sites, Elementary, Secondary Schools, Google (Alphabet Inc.)'s Cloud

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

To compile permission for student's to uploaded Google Classroom for school program use and to connect to suite tools. (Gmail, drive, calendar, docs, sheets and slides, forms, jamboard, sites, hangout/meets)

Collected Personal Information is About:

Students, parents, school

Type(s) of Personal Information Collected:

Student, parent name, username and password, email

Persons Information is Used By and/or Disclosed To:

Students, Google (worldwide cloud), school-based authorized staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

iVOS Software – student-based incident reporting

Personal Information Location:

Risk Management Branch – Ministry of Finance

1802 Douglas St, Victoria, BC V8T 4K6

Data stored within Canada

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

To keep accurate information on students who have experienced an incident at the school level

Collected Personal Information is About:

Students, incident details, first aid administered, date of incident

Type(s) of Personal Information Collected:

Student name, school name, first aid attendant's name

Persons Information is Used By and/or Disclosed To:

Authorized school-based staff, Authorized District-based staff, Authorized Ministry of Finance Staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Purchasing

Personal Information Bank Name:

Key Suppliers

Personal Information Location:

https://staffnet.sd35.bc.ca/departments-directories/purchasing-supply-solutions/https-langleyschoolsca-my-sharepoint-com-f-g-personal-skenal_sd35_bc_ca-euzb5xwdxjlch3hypzkhgaqbmgixr-l-fbjlbtmyby2vq/

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

Provide information to all District staff on what vendor to contact for pricing and ordering

Collected Personal Information is About:

Supplier Contacts, including individual suppliers.

Type(s) of Personal Information Collected:

Supplier Contact Name/Email Address/Phone Number

Persons Information is Used By and/or Disclosed To:

All District Staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Office Services

Personal Information Bank Name:

Laserfiche

Personal Information Location:

District Server

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

For retention of student transcripts, dead files, and certificates

Collected Personal Information is About:

Student grades, achievements

Type(s) of Personal Information Collected:

Name, address, school name, grades, DOB, PEN number, courses taken, Administrators' name

Persons Information is Used By and/or Disclosed To:

Students, authorized school-based and district-based staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Medication Log - Administration Permission

Personal Information Location:

Elementary, Middle, Secondary Schools

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

To ensure proper protocols are followed in the administration of medication and personalized first aid information to students.

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Student first and last name, phone number, parent name, medical information, directives protocol

Persons Information is Used By and/or Disclosed To:

School-based staff, District Office Staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Moodle Database

Moodle is a learning platform designed to provide educators, administrators, and learners with a single robust, secure, and integrated system to create personalized learning environments.

Personal Information Location:

Alternative Education sites, Elementary, Secondary Schools

Lambda Solutions

110 W Hastings St #200, Vancouver, BC V6B 1G8

604-398-0162

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

Correspondence purposes and to allow for extending and tailoring learning environments using community sourced plugins.

Collected Personal Information is About:

Students, School based staff, parents

Type(s) of Personal Information Collected:

Name, username and password, school name

Persons Information is Used By and/or Disclosed To:

Students, Moodle (Lambda Solutions), School-based staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Information Technology Services

Personal Information Bank Name:

Office 365

Personal Information Location:

Microsoft Canadian Cloud

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

Office 365 is a complete cloud-based productivity platform. Office 365 include services such as skype for business, web conferencing and exchange online, hosted email for business, and additional online storage with OneDrive

Collected Personal Information is About:

Students, teachers, staff

Type(s) of Personal Information Collected:

Student: Name, student number school attended, active directory group membership, e-mail, student created documents, school projects, and chat history

Staff: Name, job title, department, and skype for business extension, school, school contact info, active directory group membership, staff created documents, email, voice mail, chat history

Persons Information is Used By and/or Disclosed To:

Students, teachers, staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Finance

Personal Information Bank Name:

PowerSchool – BAS (Accounting – Accounts Payable & Accounts Receivable)

Personal Information Location:

Hosted by PowerSchool

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

Vendor file: Required information for payment purposes and T4A's

Accounts Receivable system: Required information to invoice customers

Collected Personal Information is About:

Vendors and Accounts Receivable customers

Type(s) of Personal Information Collected:

Vendor files contain: Business Name, Address, Phone, Fax, Email, Banking information for EFT vendors, GST #, SIN # for payments to individuals.

Accounts Receivable contains: Customer Name, Address and email

Persons Information is Used By and/or Disclosed To:

Finance staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Finance

Personal Information Bank Name:

PowerSchool – OPS (Payroll System)

Personal Information Location:

Hosted by PowerSchool

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

For Payroll and Benefit administration by maintaining current and historical information on active and former employees

Collected Personal Information is About:

Current and former employees

Type(s) of Personal Information Collected:

- * Biographical
- * Employment History
- * Payroll History
- * Payroll Administration
- * Banking
- * Benefits and Pension

Persons Information is Used By and/or Disclosed To:

Payroll Department Personnel

Authority for Collection of Personal Information:

FIPPA, School Act, Employment Standards Act, Labour Relations Code

Department: Education

Personal Information Bank Name:

Principalm

Personal Information Location:

School Servers

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

Principalm is used for mobile access to student data – independent of networks and desktops

Collected Personal Information is About:

Students

Type(s) of Personal Information Collected:

Student first and last name, schedule, and emergency contact info

Persons Information is Used By and/or Disclosed To:

School-based staff, technology staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:**Rosetta Stone**

1621 N. Kent Street
Suite 1200
Arlington, VA 22209
Enterprise & Education Sales: 800 811 2819
Home & Family Support: 800 280 8172

Personal Information Location:

Alternative Education sites, Secondary schools

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

To provide access to the Rosetta Stone from program used learn languages

Collected Personal Information is About:

Student, school-based license/staff/administrator

Type(s) of Personal Information Collected:

Students name, school name, username and password, email

Persons Information is Used By and/or Disclosed To:

Students, Rosetta Stone

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

SeeSaw Database

80 Montgomery Street, Suite 750
San Francisco, CA 94104

Personal Information Location:

Alternative Education sites, Elementary Schools

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

Connect schoolwork with students and parents in Kindergarten

Collected Personal Information is About:

Students, Parents, School based staff

Type(s) of Personal Information Collected:

Student and Parent Name, username and password, school, teacher

Persons Information is Used By and/or Disclosed To:

Students, SeeSaw

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Instructional Services

Personal Information Bank Name:

Student Achievement Information

Personal Information Location:

Microsoft Canadian Cloud

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

Used to inform district plans with respect to programs and intervention to support student learning

Collected Personal Information is About:

Students, teachers

Type(s) of Personal Information Collected:

Student: person education number, grade, legal last name, legal first name, date of birth, gender, ABED flag, EFI flag, ELL flag, SPED flag, Special Ed Category, district assessment score, reading performance, homeroom teacher name

Teacher: Last name, first initial

Persons Information is Used By and/or Disclosed To:

District Administration, school principals & vice principals

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Finance

Personal Information Bank Name:

Student Information System (MyEdBC)

Personal Information Location:

Ministry of Education and Child Care

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

Information on enrolment, attendance, marks, report cards, ministry reporting, scheduling, transferring and withdrawing students, fees, special needs program administration, assessment records

Collected Personal Information is About:

Students, Parents, Emergency Contacts

Type(s) of Personal Information Collected:

Name, address, phone, medical info, parent name/employment, emergency contact, date of birth, birthplace, language, citizenship, aboriginal ancestry, attendance, course history/schedules/marks, last school attended, year and program, special needs designation data

Persons Information is Used By and/or Disclosed To:

MyEdBC operator, office staff, administration, teachers, counselors, specialists, public health nurse

Authority for Collection of Personal Information:

FIPPA, School Act

Department: International Student Program

Personal Information Bank Name:

Student Information System (Robinson and Robinson)

Personal Information Location:

Canadian Server

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

Information on enrolment, attendance, marks, report cards, transferring and withdrawing students, fees, student progress, student incidents, accommodation, safety information

Collected Personal Information is About:

Students, Natural Parents, Emergency Contacts, Homestay Families, Agents

Type(s) of Personal Information Collected:

name, address, gender, phone, medical info, parent name/employment, emergency contact, date of birth, birthplace, language, citizenship, medical alert, student number, personal education number, last school attended, previous report cards, insurance, study permit, passport page, year, cell phone, email, photos, expected graduation, custodial information, travel, occupation, financial information, criminal record check, payments

Persons Information is Used By and/or Disclosed To:

Langley School District International Student Program staff, administration, teachers – school coordinators, computer operators at schools, District Leadership Team

Authority for Collection of Personal Information:

FIPPA, School Act

Department: International Student Program

Personal Information Bank Name:

Student Information System (True North)

Personal Information Location:

Canadian Server

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

Information on enrolment, attendance, marks, report cards, transferring and withdrawing students, fees, student progress, student incidents, accommodation, safety information

Collected Personal Information is About:

Students, Natural Parents, Emergency Contacts, Homestay Families, Agents

Type(s) of Personal Information Collected:

name, address, gender, phone, medical info, parent name/employment, emergency contact, date of birth, birthplace, language, citizenship, medical alert, student number, personal education number, last school attended, previous report cards, insurance, study permit, passport page, year, cell phone, email, photos, expected graduation, custodial information, travel, incident reports, occupation, banking and financial information, criminal record check, payments

Persons Information is Used By and/or Disclosed To:

Langley School District International Student Program staff, administration, teachers – school coordinators, computer operators at schools, District Leadership Team

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Education

Personal Information Bank Name:

Student Record Files (G4 File)

Personal Information Location:

Elementary, Middle and Secondary Schools

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

Comply with Ministry of Education and Child Care directives for proof of registration

Collected Personal Information is About:

Students and guardianship confirmation, student reports, medical information, assessments, court documents, school registration, emergency contact, internet permission

Type(s) of Personal Information Collected:

Name, date of birth, place of birth, achievements, teacher comments, parents' names, address, email, secondary contact information, grade, court orders, student's assessments

Persons Information is Used By and/or Disclosed To:

Authorized school-based and authorized district-based staff, authorized outside agencies (MCFD, etc.)

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Student Support Services

Personal Information Bank Name:

Suicidal Ideation Reports

Personal Information Location:

Paper copies - secure files of the school-based counsellor; Executive Assistant's H Drive as well as on the District Principal of Student Support Services' One Drive Account. Starting April 1, 2019, all reports exist exclusively on CARSI database on the District's server.

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

To document suspected suicidal ideation

Collected Personal Information is About:

The specifics of an incident that may be considered suicidal ideation

Type(s) of Personal Information Collected:

name, birthdate, grade, school, parents' names, contact phone numbers. The report also lists the person who reported the concern, the individual that completed the assessment and the other counsellor they consulted with in this case

Persons Information is Used By and/or Disclosed To:

Authorized District Administrators, Authorized School-based staff

Authority for Collection of Personal Information:

FIPPA, School Act

Department: **SWIS/ELL**

Personal Information Bank Name:

WEST Data Based Management System / iCare

Personal Information Location:

<https://SWIS.sd35.bc.ca/West> / <https://icare-iedec.cic.gc.ca>

Paper copies/files located at Yorkson Creek Middle and Douglas Park Community School

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

To upload in iRCC system (iCare federal information)

Collected Personal Information is About:

SWIS clients (parents and family members accessing SWIS service) family members of immigrant students attending Langley School District

Type(s) of Personal Information Collected:

Name, address, children's school, date of birth, permanent resident number, immigration information such as status in Canada, immigration category, consent form signed by guardian/parent

Persons Information is Used By and/or Disclosed To:

Authorized SWIS staff, Authorized School Administrators (Protected B)

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Transportation

Personal Information Bank Name:

Versatrans

Personal Information Location:

Server is located at SBO, 3 computers at Facilities

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

To provide transportation for students, and to contact parents for routing concerns or medical emergencies, etc.

Collected Personal Information is About:

District students and family contact information

Type(s) of Personal Information Collected:

First name/last name/address/phone number/email/school/grade/bus stop location and times/allergies and medical concerns

Persons Information is Used By and/or Disclosed To:

Authorized transportation staff, administrators

Authority for Collection of Personal Information:

FIPPA, School Act

Department: Student Support Services

Personal Information Bank Name:

Violent Threat Risk Assessment Reports

Personal Information Location:

Authorized school-based Administrators' office, Authorized District Administrators - One Drive account

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

To document threat making/violence by a student. The VTRA is a risk assessment to determine if the individual poses a risk to themselves/others and what is the nature of that risk

Collected Personal Information is About:

Baseline behavior, description of the threat/violence, peer structure, family structure, mental health designations or other pertinent information

Type(s) of Personal Information Collected:

Name, birthdate, grade, school. Reports may also include information on family, who the student resides with, etc.

Persons Information is Used By and/or Disclosed To:

Authorized District Administrators

Authority for Collection of Personal Information:

FIPPA, School Act