

## District School Board of Niagara

### Index of Personal Information Banks

Type of Personal Information Bank	Location	Legal Authority to Collect	Information Maintained	Use of Information	Users of Information	Persons Identified in Collection	Retention Schedule	Series and Retention
<b>Accident Reports</b>	Education Centre Human Resources Finance Schools	Education Act, Part VI	Name, address, telephone number(s), sex, incident information, claim number, school/work site	Administering liability insurance relative to accidents involving students or staff	Human Resources Finance School Administrators	Students Employees Visitors	Limitations Act MFIPPA Education Act	<p><b>DSBN-006-26: Staff – Accident/Incident Claims and Reports</b> <i>Permanent record</i></p> <p><b>DSBN-006-27: Student – Accident/Incident Claims and Reports</b> <i>Current year + 2 years after student becomes 18 years old, and the closed file is at least two years old.</i></p>
<b>Attendance - Staff</b>	Education Centre Human Resources Human Resource Information System	Education Act, Part VI	Name, days, location, reason(s), date(s)	Recording and assessing attendance, sick leave and scheduling requirements, eligibility for sick leave gratuity, and to meet payroll requirements	Human Resources School Administrators Managers Supervisors	Employees	MFIPPA Education Act	<p><b>DSBN-006-1: Attendance – Employee</b> <i>Current year + 3 years after creation of record</i></p>
<b>Attendance - Students</b>	Schools Student Information System (Aspen)	Education Act, Part II Education Act, Part VI	Name, days, location, reason(s), date(s), background information, notes	Recording, assessing, and monitoring student attendance	School Administrators Teachers Social Work Services Attendance Counselor	Students	MFIPPA Education Act	<p><b>DSBN-014-3: Case Files: Attendance Issues</b> <i>Current school year + 1 year after retirement/transfer of student</i></p> <p><b>DSBN-014-15: Registers – School Enrolment and Attendance</b> <i>Archival</i></p> <p><b>DSBN-014-16: Student Attendance Data Collection Sheets</b> <i>Current school year + 1 year</i></p>
<b>Bursary, Scholarships, Awards, and Loans</b>	Education Centre Businesses Corporate Communications Schools	Education Act, Part VI	Name, amount, address, reason(s), education history, financial information	Implementation and oversight of financial awards and assistance programs	Business Staff School Administrators Guidance Secretaries Teachers	Students	MFIPPA Education Act	<p><b>DSBN-014-1: Bursaries and Awards</b> <i>Current school year + 1 year after retirement/transfer of student</i></p>

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<b>Bus Routes</b>	Niagara Student Transportation Services School Administrators	Education Act, Part VI	Name, address, phone number, bus route	Administering student transportation services	School Administrators NSTS Staff	Students	MFIPPA Education Act	<b>DSBN-014-31: Transportation: Student Bus Services</b> <i>Current school year + 1 year after superseded</i>
<b>Community Mailing Lists</b>	Education Centre Communications Department Schools Corporate Communications	Education Act, Part VI	Name, address, school, telephone	Administering community correspondence	School Administrators Communications Department Corporate Communications	Community members	MFIPPA Education Act	<b>DSBN-002-1: Communications and Public Relations</b> <i>Current year + 1 year after new content is developed</i>  <b>DSBN-002-4: Communiqués</b> <i>Archival</i>
<b>Donations</b>	Education Centre Schools Business Community Members	Education Act, Part VI	Name, address, organization, amount	Administering and setting up scholarship funds, and other charitable donations, student awards	School Administrators Guidance Secretaries Finance Staff	Donors Recipients	MFIPPA Education Act	<b>DSBN-004-20: Funding – External Sources</b> <i>Current school year + 7 years after all administrative actions are complete</i>
<b>Employee Files</b>	Education Centre Human Resources Human Resources Information System Schools	Education Act, Part VI Education Act, Part X Employment Standards Act Pension Benefits Act Teachers' Pension Act Ontario Municipal Employees Retirement System Act Pay Equity Act, Workers' Compensation Act Social Contract Act	Name, address, SIN, date of birth, phone, position, benefit enrolment forms, employee verification forms, probationary contracts, records of employment, resumes, salary calculation forms, criminal background checks and more	Maintaining official record of employee information and transactions, administer salary and benefits, provide data for staffing and operational planning	Human Resources Managers/Supervisors School Administrators	Employees	MFIPPA Education Act Employment Standards Act Pension Benefits Act Teachers' Pension Act Ontario Municipal Employees Retirement System Act Pay Equity Act Workers' Compensation Act Social Contract Act	<b>DSBN-006-2: Individual Employee Files</b> <i>Current year + 7 years after termination of employment</i>
<b>Examinations</b>	Schools Student Information System (Aspen)	Education Act, Part VI	Name, school, class, education history, assignments, projects, exam papers, results	Verifying accurate recording of marks, reports of achievement	School Administrators Teachers	Students	MFIPPA Education Act	<b>DSBN-014-8: Examination and Testing</b> <i>Current school year + 1 year after completion of exam</i>

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<b>Facilities Booking</b>	Education Centre Community Use of Schools	Education Act, Part VI	Name, address, telephone number of renter, fee	Administering facility rentals	Community Use of Schools staff School Administrators School Custodians or Caretakers	Third parties	MFIPPA Education Act	<b>DSBN-003-19: Permits/Facility Bookings</b> Current year + 4 years
<b>Field Trips</b>	Schools Education Centre Supervisory Officer	Education Act, Part VI	Name, address, school, students	Compliance with parental consent requirements and confirming emergency contact information	School Administrators Teachers	Students	Limitations Act MFIPPA Education Act	<b>DSBN-014-9: Extracurricular/Co-Curricular Activities</b> <i>Current school year + 1 year</i>
<b>Non-Resident Student Applications</b>	Education Centre Welcome Centre	Education Act, Part II Education Act, Part VI	Name, address, phone, immigration documents, birth dates	Administration and oversight of non-resident student applications	Welcome Centre staff	Students	MFIPPA Education Act	<b>DSBN-014-32: International Student Records</b> <i>Current school year + 6 years after student are registered</i>
<b>Gifted Screening</b>	Schools Education Centre IPRC	Education Act, Part VI	Name, school, student history	Administration, implementation and oversight of gifted student program	School Administrators Teachers Instructional Services Staff	Students	MFIPPA Education Act	<b>DSBN-014-25: Student Records – Special Programs</b> <i>Current school year + 1 year after retirement / transfer of student</i>
<b>Grievances, Claims and Other Complaints</b>	Education Centre Human Resources Legal Services	Education Act, Part VI Education Act, Part X Employment Standard Act Human Rights Code Labour Relations Act	Names, school, details, position, witness information, hearing information	Administering and responding to grievances, claims and complaints	Human Resources School Administrators Supervisory Officers	Employees Students Third Parties	MFIPPA Education Act Employment Standard Act Human Rights Code Labour Relations Act	<b>DSBN-006-12: Labour Relations – Grievances and Arbitration</b> <i>Current year + 5 years after resolution or withdrawal of grievance</i>  <b>DSBN-006-26: Staff - Accident/Incident Claims and Reports</b> <i>Permanent record</i>  <b>DSBN-008-4: Labour – Collective Bargaining &amp; Grievances (Legal)</b> <i>[excludes HR files]</i> <i>Life of Board</i>

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<b>Health Records - Students</b>	Schools Student Information System (Aspen)	Education Act, Part X	Name, school, dates, medical certificate(s), authorization(s), restrictions	Maintaining record of student immunizations and health alerts	School Administrators Teachers Administrative Staff	Students	MFIPPA Education	<b>DSBN-014-18: Student Health Records</b> <i>Current school year + 1 year</i>
<b>Health Records - Staff</b>	Human Resources	Education Act, Part VI Education Act, Part X	Name, position, medical certificate(s), return to work details	Monitoring staff medical conditions and determining special accommodation needs	Human Resources	Employees	MFIPPA Education Act	<b>DSBN-006-15: Medical Records - Employee</b> <i>Current year + 1 year after termination of employee</i>
<b>Ontario Student Records</b>	Schools Transcript Services IPRC	Education Act, Part X	Education history, marks, grades, name, address, parent(s) / guardian(s) / caretaker(s), health information, records conducive to improvement of instruction, transcripts, discipline, assessments	Maintaining official record of student educational history and administration of individual instruction	School Administrators Teachers IPRC	Students	Limitation Act MFIPPA Education Act	<b>DSBN-014-12: Ontario Student Records (OSR)</b> <i>Current school year + 55 years after retirement / transfer of student</i>
<b>Payroll, Income Tax, and Pension Contributions</b>	Payroll Payroll Information System	Education Act, Part VI Education Act, Part X Income Tax Act Workers' Compensation Act Teacher's Pension Act	Name, address, SIN, employee number, sex, birth date, work history, location(s), pay rates, banking information, T4, ROE, TD1, deductions, support, garnishes, pension deductions, service credits, timesheets, and more	Administering payroll, pension contributions, remittances	Payroll Staff	Employees	MFIPPA Education Act Income Tax Act Workers' Compensation Act Teacher's Pension Act	<b>DSBN-004-31: Payroll - Financial</b> <i>Current school year + 7 years after all administrative actions are complete</i>  <b>DSBN-004-32: Payroll - Registers</b> <i>Current school year + 50 years after all administrative actions are complete</i>
<b>Record of Employment</b>	Payroll	Employment Insurance Act	Name, salary, SIN, dates, Revenue Canada number, insurable earnings, reason(s) for interruption	Payroll administration and reporting	Payroll Staff	Employees	MFIPPA Education Act Employment Insurance Act	<b>DSBN-004-31: Payroll - Financial</b> <i>Current school year + 7 years after all administrative actions are complete</i>

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<b>Recruitment Files</b>	Human Resources	Education Act, Part VI Education Act, Part X	Application, interview responses, resumes	Documentation of recruitment and staffing	Human Resources Staff Managers Supervisors Administrators	Applicants	MFIPPA Education Act	<b>DSBN-006-22: Recruitment and Hiring</b> <i>6 months after position is filled</i>
<b>Security Contact Information</b>	Security	Education Act, Part VI	Name, telephone number of contact personnel, address	Directory of emergency contacts with access to premises	Security Caretakers Custodians	Key Holders	MFIPPA Education Act	<b>DSBN-001-13: Security – Personnel</b> <i>Current year + 10 years</i>
<b>Staff Directories</b>	Communications Human Resources Information System	Education Act, Part VI	Name, location, position, phone number, address	Staff contact list	Human Resources School Administrators Managers Staff	Employees	MFIPPA Education Act	<b>DSBN-006-4: Staff Listings and Reports</b> <i>Current year + 1 year after list is updated</i>
<b>Student Administration System</b>	Schools Student Information System (Aspen)	Education Act, Part VI	Name, address, phone, education history, parent(s) / guardian(s) / caretaker(s), custody, attendance, grades, classes, birth date, student number, school, OEN, discipline, assessments, and more	General repository of student data utilization for school administration purposes, such as attendance and time-tabling	School Administrators Teachers Supervisory Officers Administrative Staff	Students	MFIPPA Education Act	<b>DSBN-014-27: Student Reporting</b> <i>Current school year + 1 year after retirement / transfer of student</i>
<b>Student Lists</b>	Schools Student Information System (Aspen)	Education Act, Part VI	Name, age, school, education history	Master student list utilized for administrative purposes	School Administrators Teachers Supervisory Officers Administrative Staff	Students	MFIPPA Education Act	<b>DSBN-002-6: Contacts and Mailing Lists</b> <i>Current year after list is updated</i>
<b>Summer School Student Lists</b>	Schools Student Information System (Aspen)	Education Act, Part VI	Name, age, grades, subjects	Master summer student list utilized for administrative purposes	School Administrators Teachers Supervisory Officers Administrative Staff	Students	MFIPPA Education Act	<b>DSBN-002-6: Contacts and Mailing Lists</b> <i>Current year after list is updated</i>  <b>DSBN-014-26: Student Registrations/Applications</b> <i>Current school year + 1 year after retirement / transfer of student</i>
<b>Occasional Teacher List</b>	Human Resources Information System	Education Act, X.1	Name, qualifications, teachable(s), location(s), hire date, phone number, address	Directory of occasional teachers utilized for scheduling supply and temporary positions	Human Resources School Administrators Managers Supervisors Administrative Staff	Employees	MFIPPA Education Act	<b>DSBN-006-4: Staff Listings and Reports</b> <i>Current year + 1 year after list is updated</i>

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<b>Timetables - Students</b>	Schools Student Information System (Aspen)	Education Act, Part VI	Name, school, classes, history, grades, credits, etc.	Tracking and scheduling of students	School Administrators Teachers Administrative Staff Guidance Staff	Students	MFIPPA Education Act	<b>DSBN-014-27: Student Reporting</b> <i>Current school year + 1 year after retirement / transfer of student</i>
<b>Timetables - Teachers</b>	Schools Student Information System (Aspen)	Education Act, Part VI	Name, school classes scheduled, times, dates	Tracking and scheduling teaching assignments	School Administrators Teachers	Employees	MFIPPA Education Act	<b>DSBN-014-29: Timetables/Schedules</b> <i>Retain until superseded. May be retained as reference longer.</i>
<b>Trustee List</b>	Human Resources Information System Director's Office	Education Act, Part VI Education Act, Part VII	Name, address, phone, position, location, certificate of election	Trustee contact list and record of elected trustees	Human Resources Directors Office	Trustees	MFIPPA Education Act	<b>DSBN-005-10: Trustee Management</b> <i>Archival</i>
<b>Volunteer Lists</b>	Schools	Education Act, Part VI	Names, address, contact information, police check, skills, qualifications	Directory utilized for contacting volunteers	School Administrators Administrative Staff	Volunteers	MFIPPA Education Act	<b>DSBN-002-6: Contacts and Mailing Lists</b> <i>Current year after list is updated</i>
<b>WSIB Claims</b>	Human Resources	Education Act Occupational Health and Safety Act Workers' Safety and Insurance Act	Name, incident report, claim number, school, phone number, medical information, return to work plan	Utilize for complying with and reporting in respect of WSIB claims	Human Resources Supervisors Managers School Administrators	Employees	MFIPPA Education Act Occupational Health and Safety Act Workers' Safety and Insurance Act	<b>DSBN-006-6: Completed WSIB Form (7)</b> <i>Current year + 10 years after incident</i>  <b>DSBN-006-26: Staff - Accident/Incident Claims and Reports</b> <i>Permanent Record</i>