

HAMILTON WENTWORTH DISTRICT SCHOOL BOARD

Index of Personal Information Banks

A. Type of Personal Information Bank		B. Location	C. Legal Authority to Collect	D. Information Maintained	E. Use of Information	F. Users of Information	G. Persons Identified in Collection	H. Retention Schedule
1	Accident Reports	Education Centre/ Human Resources / Business Schools	Education Act, Part VI	name, address, telephone number, sex, incident information, claim number, school/work site	Administering liability insurance relative to accidents involving students or staff	Human Resources, School Administrators Business staff	students, employees and visitors	Retained in accordance with applicable statute and common law: Limitations Act, MFIPPA, Education Act
2	Attendance - Staff	Education Centre / Human Resources / Human Resources Information System	Education Act, Part VI	name, days, location, reason, dates	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	Retained in accordance with applicable statute: MFIPPA, Education Act
3	Attendance - Students	Schools / Student Information System	Education Act, Part II, Part VI	name, days, location, reason, dates, background information, notes	Recording, assessing and monitoring student attendance	School Administrators, Teachers, Social work services	students	Retained in accordance with applicable statute: MFIPPA, Education Act
4	Bursary, Scholarships, Awards and Loans	Education Centre / Business / Corporate communications	Education Act, Part VI	name, amount, address, reason, education history, financial information,	Implementation and oversight of financial awards and assistance programs.	Business staff, School Administrators	students	Retained in accordance with applicable statute: MFIPPA, Education Act
5	Bus Routes	Transportation Services Department	Education Act, Part VI	name , address, phone number, bus route,	Administering student transportation services	School Administrators, Transportation services	students	Retained in accordance with applicable statute: MFIPPA, Education Act
6	Community Mailing Lists	Education Centre / Corporate Communications	Education Act, Part VI	name, address, school, telephone	Administering community correspondence.	School Administrators, Corporate Communications	community residents	Retained in accordance with applicable statute: MFIPPA, Education Act
7	Donations	Education Centre / Business	Education Act, Part VI	name, address, organization, amount,	Administering and setting up scholarship funds and other charitable donations, student awards	Business Services staff,	donors and recipients	Retained in accordance with applicable statute: MFIPPA, Education Act

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8	Employee Files	Education Centre / Human Resources / Human Resources Information System Schools	Education Act, Part VI, 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, benefits, health, sin , date of birth, phone, position, salary, leaves of absence, performance appraisals, discipline, evaluations, absences, correspondence, employment history, qualifications, pension, health benefits, police check, etc	Maintaining official record of employee information and transactions; administer salary, benefits; provide data for staffing and operational planning	Human Resources, Mangers, School Administrators	employees	Retained in accordance with applicable statute and common law: 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
9	Examinations	Schools / Student Information system	Education Act, Part VI	name, school, class, education history, assignments, projects, exams papers, results	Verifying accurate recording of marks, reports of achievement	School Administrators, Teachers	students	Retained in accordance with applicable statute: MFIPPA, Education Act
10	Facilities Booking	Education Centre / Facilities Booking	Education Act, Part VI	name , address, telephone number of renter, fee	Administering facility rentals.	Facilities booking staff, School Administrators, Caretaking	third parties	Retained in accordance with applicable statute: MFIPPA, Education Act
11	Field Trips	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	Retained in accordance with applicable statute and common law: Limitations Act, MFIPPA, Education Act
12	Non-Resident Student Applications	Education Centre / Assessment Centre	Education Act, Part II, Part VI	name , address, phone, immigration documents, birth dates	Administration and oversight of non-resident student applications.	Assessment Centre staff	students	Retained in accordance with applicable statute: MFIPPA, Education Act
13	Gifted Screening	Schools Education Centre / Instructional services	Education Act, Part VI	name, school ,student, history	Administration, implementation and oversight of gifted student program.	School Administrators, Teachers, Instructional services Staff	students	Retained in accordance with applicable statute: MFIPPA, Education Act
14	Grievances, Claims and other Complaints	Education Centre / Human resources	Education Act Part VI, Part X, Employment Standard Act, Human Rights Code, Labour Relations Act	names, schools, details, position, witness information, hearing information,	Administering and responding to grievances, claims and complaints.	Human resources, school administrators, Supervisory Officers	employees, students and third parties	Retained in accordance with applicable statute: MFIPPA, Education Act, Employment Standard Act, Human Rights Code, Labour Relations Act

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15	Health Record Student	Schools / Student Information System	Education Act, Part X	name, school, dates, , medical certificate, authorization, restrictions	Maintaining record of student immunizations.	School Administrators, teachers	students	Retained in accordance with applicable statute: MFIPPA, Education Act
16	Health Records - Staff	Education Centre / Human resources	Education Act, Part VI, Part X	name, position, medical certificate, return to work details,	Monitoring staff medical conditions and determining special accommodation needs.	Human Resources	employees	Retained in accordance with applicable statute: MFIPPA, Education Act
17	Ontario Student Records	Schools Education Centre/ Assessment	Education Act, Part X	education history, marks, grades, name, address, parents, health information, other records conducive to improvement of instruction, transcripts, discipline, assessments	Maintaining official record of student educational history and administration of individual instruction.	School Administrators, Teachers, Assessment Centre staff	students	Retained in accordance with applicable statute and common law: Limitations Act, MFIPPA, Education Act
18	Parking	Education Centre / Security	Education Act, Part VI	name, licence plate, department, phone, car make	Administration of parking spots.	Security staff, Caretaking	employees	Retained in accordance with applicable statute: MFIPPA, Education Act
19	Payroll, Income Tax and Pension Contributions	Education Centre / Payroll / HR Payroll Information System	Education Act, Part VI, Part X, Income Tax Act, Workers' Compensation Act, Teacher's Pension Act,	name, address, sin#, employee number, sex, birth date, work history, location, pay rates, bank info , T4, ROE, TD1s, , deductions, support , garnishee, pension deductions, service credits, timesheets, etc	Administering payroll, pension contributions and remittances.	Human Resources, Payroll staff	employees	Retained in accordance with applicable statute and common law: MFIPPA, Education Act, Income Tax Act, Workers' Compensation Act, Teacher's Pension Act
20	Record of Employment	Education Centre / Payroll	Employment Insurance Act	name, salary, SIN#, dates, rev Canada number, insurable earnings, reasons for interruption	Payroll administration and reporting.	Payroll staff	employees	Retained in accordance with applicable statute and common law: MFIPPA, Education Act, Employment Insurance Act
21	Recruitment Files	Education Centre / Human Resources	Education Act, Part VI, Part X	application, interview responses, resume	Documentation of recruitment and staffing.	Human Resources, Managers, Supervisors, School Administrators	applicants for employment	Retained in accordance with applicable statute: MFIPPA, Education Act
22	Security Contact Information	Education Centre / Security	Education Act, Part VI	name, telephone number of contact personnel, address	Directory of emergency contacts with access to premises.	Security, caretaking	key holders	Retained in accordance with applicable statute: MFIPPA, Education Act
23	Staff Directories	Education Centre / Human Resources / Information System	Education Act, Part VI	name, location, position, phone #, address	Staff Contact List	Human resources, School Administrators, Managers	employees	Retained in accordance with applicable statute: MFIPPA, Education Act

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24	Student Administration System	Schools / Student Information system	Education Act, Part VI	name , address, phone, education history, parent guardian, custody, attendance, grades, classes , birth date, student number, Ontario Ed number, discipline, assessments,	General repository of student data utilized for school administration purposes, such as attendance and time-tabling	School Administrators, Teachers , Supervisory officers	students	Retained in accordance with applicable statute: MFIPPA, Education Act
25	Student Lists	Schools / Student Information System	Education Act, Part VI	name, age, school, education history,	Master student list utilized for administrative purposes.	School Administrators, Teachers, Supervisory officers	students	Retained in accordance with applicable statute: MFIPPA, Education Act
26	Summer School Student Lists	Schools / Student Information system	Education Act, Part VI	name , age, grades, subjects,	Master summer student list utilized for administrative purposes.	School Administrators, Teachers, supervisory officers	students	Retained in accordance with applicable statute: MFIPPA, Education Act
27	Occasional Teacher List	Education Centre / Human Resources Information system	Education Act, X.1	name, qualifications, teachable, locations, hire date, phone number, address,	Director of occasional teachers utilized for scheduling supply and temporary positions.	Human Resources, School Administrators, Managers, Supervisors	employees	Retained in accordance with applicable statute: MFIPPA, Education Act
28	Timetables - Students	Schools / Student Information system	Education Act, Part VI	name , school, , classes, history, grades, credits , etc	Tracking and scheduling of students.	School Administrators , Teachers	students	Retained in accordance with applicable statute: MFIPPA, Education Act
29	Timetables - Teachers	Schools / Student Information system	Education Act, Part VI	name, school classes scheduled, times, dates,	Tracking and scheduling teaching assignments.	School Administrators , Teachers	employees	Retained in accordance with applicable statute: MFIPPA, Education Act
30	Trustee List	Education Centre / Human Resources Information system Directors Office	Education Act, Part VI, Part VII	name, address, phone, position, location , certificate of election,	Trustee contact list and record of elected trustees.	Human Resources, Directors Office	trustees	Retained in accordance with applicable statute: MFIPPA, Education Act
31	Volunteer Lists	Schools	Education Act, Part VI	names, address, contact info, police check, skills, qualifications	Directory utilized for contacting volunteers.	School Administrators	volunteers	Retained in accordance with applicable statute: MFIPPA, Education Act
32	WSIB Claims	Education Centre / 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	Utilized for complying with and reporting in respect of WSIB Claims.	Human Resources, Supervisors, Managers, School Administrators	employees	Retained in accordance with applicable statute: MFIPPA, Education Act, Occupational Health and Safety Act, Workers' Safety and Insurance Act