



Personal Information Banks

Section 87.1 of the Freedom of Information and Protection of Privacy Act (FOIP Act) requires all public bodies to have a directory of personal information banks (PIBs) and make it available to the public. A personal information bank lists the type of personal information held by a public body. A personal information bank provides the following information:

- The title or name of the information bank
- The location of the information bank
- What kind of personal information is contained in the information bank
- What categories of individuals the information pertains to
- Why the information is collected and how it is used or disclosed
- The legal authority for the collection of the information

It is important to note that a personal information bank does not provide access to an individual's records. For information on how to obtain personal records, contact the FOIP Coordinator.

Online Payment System (Acorn)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: This is a tracking system used by schools to monitor student fees, locker rentals, and other receivables and payments. Personal information contained is student names, school, address, phone numbers, identification number, grade, date of birth, home room, gender, entry date, school location, program, and amounts owing and paid per student. Guardian/parent names, address and relationship to students.

Individuals: All students.

Legal Authority: *Freedom of Information and Protection of Privacy Act, section 33(c), School Act.*

People Services and Payroll Information Systems (Bellamy)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: The system supports the administration of both human resources and payroll function. The personal information contained is employee name, address, birthdate, teacher certification number and status, marital status, education history, work location, employment



Personal Information Banks

commencement date, gender, phone number, social insurance number, salary grid placement, emergency contact name and phone number, benefit plan enrolments, employee pay history such as allowances, dependent information, benefit accruals, employment status, leave dates, reasons for leaves, absences and reasons for absences.

Individuals: All employees.

Legal Authority: *Freedom of Information and Protection of Privacy Act, section 33(c), Alberta Labour Code, Canada Tax Act, School Act.*

Financial Systems – (Bellamy)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: Includes information needed to manage the financial requirements of CESD. Modules include Accounts Receivable, Cash Receipts, Banking, Fixed Assets, General Ledger, Name and Address, Costing, and Purchase Order. Personal information contained includes name and work location of employees, and name and address, phone numbers and banking information of vendors, creditors, and debtors.

Individuals: CESD employees as required, vendors, creditors and debtors.

Legal Authority: *The School Act.*

Employee Safe Training System (Public School Works)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: Includes the name, email address, primary occupation, secondary occupation, site/location of work and department of each employee as well as their record of completion of safety courses.

Individuals: CESD employees.

Legal Authority: *Occupational Health and Safety Act, School Act.*



Personal Information Banks

Individualized Program Plans (IPPs) (Sharepoint)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: Includes student identification number (both CESD and Alberta Education's), legal surname and given name(s), birth date, registration date, school code, also known as (aka) surname and/or given name(s), address, phone numbers, grade, citizenship, section 23 eligibility, registration entry status, resident board, exceptional student status, enrollment type, exit date, exit description, birth country, home language, residential district, homeroom, grants program code, medical notes, and Visa expiry date, parents/guardians names and phone numbers, emergency contact names and phone numbers, and or legal guardian status. Also includes academic assessment data, psychological and medical assessments, medical diagnosis and conditions impacting schooling, medications, disabilities, assistive technology, areas of strength and areas to develop, case notes and/or files, behaviour plans and anecdotal summaries, external agency documentation, and transition planning.

Individuals: All students as needed, parents, guardians and emergency contacts for the Division

Legal Authority: *The School Act.*

Individualized Student Plans (ISPs) (Sharepoint)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: Includes student identification number (both CESD and Alberta Education's), legal surname and given name(s), birth date, registration date, school code, also known as (aka) surname and/or given name(s), address, phone numbers, grade, citizenship, section 23 eligibility, registration entry status, resident board, exceptional student status, enrollment type, exit date, exit description, birth country, home language, residential district, homeroom, grants program code, medical notes, and Visa expiry date, parents/guardians names and phone numbers, emergency contact names and phone numbers, and or legal guardian status. Also includes student and parent perspectives, learning preferences, strengths and weaknesses, social and emotional information, proficiency levels, accommodations, and transition planning.

Individuals: All students as needed, parents, guardians and emergency contacts for the



Personal Information Banks

Division

Legal Authority: *The School Act.*

Student Information System (PowerSchool)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: Includes student identification number (both CESD and Alberta Education's), legal surname and given name(s), birth date, registration date, school code, also known as (aka) surname and/or given name(s), address, phone numbers, grade, citizenship, section 23 eligibility, registration entry status, resident board, exceptional student status, enrollment type, exit date, exit description, birth country, home language, residential district, homeroom, grants program code, medical notes, and Visa expiry date, parents/guardians names and phone numbers, emergency contact names and phone numbers, and or legal guardian status.

Individuals: All students, parents, guardians and emergency contacts for the Division

Legal Authority: *The School Act.*

Transportation Routing System (Versa Trans)

Location: Chinook's Edge School Division No. 73, 4904-50 Street, Innisfail, Alberta, T4G 1W4.

Information: School boundary information and bus routes for students enrolled in CESD schools. It is used for providing student transportation data to Alberta Education and for designing bus routes. Personal information includes student identification number, name, address, school of attendance code, school of residence code, grade, gender, phone number, birthdate, emergency contact, residential code, program name and code, and directed school codes. The personal information is imported from the Student Information System (PowerSchool).

Individuals: All students, parents, guardians and emergency contacts for the Division

Legal Authority: *The School Act.*

Revised: October 27, 2014