

## Trillium Lakelands District School Board

### 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/Business 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/Business School Administrators	Students Employees Visitors	<i>Retained in accordance with applicable statute and common law:</i>  Limitations Act MFIPPA Education Act	
<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	<i>Retained in accordance with applicable statute and common law:</i>  MFIPPA Education Act	
<b>Attendance - Students</b>	Schools Student Information System	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	<i>Retained in accordance with applicable statute and common law:</i>  MFIPPA Education Act	
<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 Secretaries Teachers	Students	<i>Retained in accordance with applicable statute and common law:</i>  MFIPPA Education Act	

## Trillium Lakelands District School Board

### *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>Bus Routes</b>	Transportation Services School Administrators	Education Act, Part VI	Name, address, phone number, bus route	Administering student transportation services	School Administrators TLDSB Staff	Students	MFIPPA Education Act	
<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>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/Business Staff	Donors Recipients	MFIPPA Education Act	
<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>Examinations</b>	Schools Student Information System	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	

## Trillium Lakelands District School Board

### *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>Facilities Booking</b>	Education Centre Facilities 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>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>Non-Resident Student Applications</b>	Education Centre	Education Act, Part II Education Act, Part VI	Name, address, phone, immigration documents, birth dates	Administration and oversight of non-resident student applications	Education Centre staff School administration	Students	MFIPPA Education Act	
<b>Grievances, Claims and Other Complaints</b>	Education Centre Human Resources	Education Act, Part VI Education Act, 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 Third Parties	MFIPPA Education Act Employment Standard Act Human Rights Code Labour Relations Act	

## Trillium Lakelands District School Board

### *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>Health Records - Students</b>	Schools Student Information System	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 PHIPPA	
<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 PHIPPA	
<b>Ontario Student Records</b>	Schools Education Centre	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	Students	Limitation Act MFIPPA Education Act	
<b>Payroll, Income Tax, and Pension Contributions</b>	Payroll HR 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, garnishee, pension deductions, service credits, timesheets, and more	Administering payroll, pension contributions, remittances	HR staff Payroll Staff	Employees	MFIPPA Education Act Income Tax Act Workers' Compensation Act Teacher's Pension Act	
<b>Record of Employment</b>	Education Centre 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	

## Trillium Lakelands District School Board

### *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>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>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>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>Student Lists</b>	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 Administrative Staff	Students	MFIPPA Education Act	
<b>Summer School Student Lists</b>	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 Administrative Staff	Students	MFIPPA Education Act	
<b>Occasional Teacher List</b>	Human Resources Information System Education Centre	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	

## Trillium Lakelands District School Board

### *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>Timetables - Students</b>	Schools Student Information System	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>Timetables - Teachers</b>	Schools Student Information System	Education Act, Part VI	Name, school classes scheduled, times, dates	Tracking and scheduling teaching assignments	School Administrators Teachers	Employees	MFIPPA Education Act	
<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>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>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	