

Index Of Personal Information Banks

#	Type	Location	Legal Authority to Collect	Information Maintained	Use of information	Users of Information	Persons Identified in Collection	Retention Schedule
1	Student Administration System	Schools / CEC - 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.	School Administrators, Teachers, Supervisory officers	Students, Parents, Contacts	Retained in accordance with applicable statute: MFIPPA, Education Act
2	Attendance - Students	Schools / CEC - 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, Supervisory officers	Students	Retained in accordance with applicable statute: MFIPPA, Education Act
3	Examinations / Grades	Schools / CEC - 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, report cards	School Administrators, Teachers, Supervisory officers	Students	Retained in accordance with applicable statute: MFIPPA, Education Act

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4	Ontario Student Records	Schools / CEC – Document Repository	Education Act, Part X	Education history, Marks, Grades, Name, Address, parents, Health information, other records conducive to improvement of instruction, transcripts, discipline, assessment	Maintaining official record of student educational history and administration of individual instruction.	School Administrators, Supervisory officers	Students	Retained in accordance with applicable statute and common law: Limitations Act, MFIPPA, Education Act
5	Student Lists	Schools / CEC – 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
6	Employee Files	Catholic Education Centre / Human Resources Information System	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 staff, date of birth, phone, position, salary, leaves of absence, performance appraisals, discipline, evaluations, absences, correspondence, employment history, qualifications, pension, health benefits, police check	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

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7	Attendance - Staff	CEC - 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
8	Payroll, Income Tax and Pension Contributions	CEC - 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	Administering payroll, pension contributions and remittances.	Human Resources, Payroll staff, Finance	Employees	Retained in accordance with applicable statute and common law: MFIPPA, Education Act, Income Tax Act, Workers' Compensation Act, Teacher's Pension Act
9	Staff Directories	CEC - 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
10	Occasional Teacher List	CEC - Human Resources Information system	Education Act, X.1	Name, qualifications, Teachable, Locations, Hire date, Phone number, Address,	Directory of occasional teachers utilized for scheduling supply and temporary positions.	Human Resources, School Administrators	Employees	Retained in accordance with applicable statute: MFIPPA, Education Act

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11	WSIB Claims	CEC - 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
12	Timetables - Teachers	Schools / CEC - 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
13	Trustee List	CEC - 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
14	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

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15	Donations	CEC - Finance	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

If you have any inquires, please forward to privacy@sccdsb.net

CEC – Catholic Education Center