

Freedom of Information and Protection of Privacy Act (FOIP Act)

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). A PIB lists the type of personal information held by a public body. 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 records, please contact 780-441-6000. A personal information bank provides the following information:

- The name and location of the PIB
- A description of the type of personal information contained in the PIB
- The purposes for which the information is collected, used, and disclosed
- What categories of individuals the information pertains to
- The legal authority for the collection of the information

Edmonton Catholic School District (ECSD) - Directory of Personal Information Banks (PIBs)

PIB: Arcview Geographical Information System

Location: Edmonton Catholic Schools – Lumen Christi Catholic Education Centre – Educational Planning

Description and Purpose: The system contains school boundary information of students enrolled in ECSD schools. It may be used for analysis of accommodation and enrollment of ECSD students in a geographical area. Personal information may include student identification numbers, name, address, school code, grade, residential code, program code, and directed school codes. The student personal information is imported from the PowerSchool student information system.

Category: All students enrolled in ECSD.

Legal Authority: School Act

PIB: Cayenta

Location: Edmonton Catholic Schools – Lumen Christi Catholic Education Centre – Financial Services

Description and purpose: The system contains information needed to manage the financial requirements of ECSD. The system contains the General Ledger, Fixed Assets, Accounts Payable, Accounts Receivable, Purchasing, Work Management, and Inventory/Order Entry. Personal information may include name, salary, and work location of employees, and ECSD assigned number of vendors, creditors, and debtors.

Category: Payroll information of ECSD staff.

Legal Authority: Canada Revenue Act, School Act

PIB: MapNet

Location: Edmonton Catholic Schools – Lumen Christi Catholic Education Centre – Transportation

Description and Purpose: The system contains school boundary information and bus routes for students enrolled in ECSD schools utilizing Yellow Bus services. It may be used for providing student transportation data to Alberta Education and in designing school bus routes. Personal information may include student identification numbers, name, address, school code, grade, phone number, parent/guardian email address, birthdate, emergency contact, residential code, and program code. The student personal information is in a database that is created and maintained by Student Transportation Services. Information is entered by transportation staff into MapNet, based on information provided in the Transportation Application Form.

Category: All students enrolled in ECSD utilizing Yellow Bus services.

Legal Authority: School Act

PIB: Peoplesoft

Location: Edmonton Catholic Schools – Lumen Christi Catholic Education Centre – Human Resources

Description and Purpose: The system supports the administration of human resources, payroll, leaves, and benefits functions, in a multiple union and multiple-payroll environment. The personal information may contain employee name, address, birthdate, teacher certification number and status, citizenship, marital status, education history, work location name and address, employment commencement date, phone number, employee number, job title, social insurance number, salary grid placement, emergency contact name and phone number, benefit plan and levels. Employee Pay History such as allowances, number of dependents, vacation status, sick status, leave dates, reason for leaves, absences, and reasons for absences may also be collected.

Category: All employees of ECSD.

Legal Authority: Canada Revenue Act, Employee Standards, Respective Collective Agreements

PIB: PowerSchool

Location: Edmonton Catholic Schools – Lumen Christi Catholic Education Centre – IITS

Description and Purpose: The system provides student information to schools and Alberta Education. Personal information may include student identification numbers, legal surname and given names, birthdate, registration date, school code, also known as (AKA) names, address, phone number, 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 code, medical notes, visa expiry date, parents/guardians names and phone numbers, emergency contact names, phone numbers, and email addresses, legal guardian status, ESL eligibility, FNMI eligibility, religious information, student scheduling and attendance, student assessment, and transportation information.

Category: All students, parents, and guardians of all enrolled students in ECSD.

Legal Authority: School Act