

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS “MHPSD” AND/OR “DIVISION”

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE - EXHIBIT: PERSONAL INFORMATION

BANKS

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| <i>EXHIBIT CODE:</i> | <i>412 E 003</i> |
| Policy Reference: 412 – Managing Division Information, Access, and Privacy | |

EXHIBIT

Section 57.1 of the Protection of Privacy Act (the POPA Act) requires all public bodies to have a publicly available directory that lists their personal information banks (PIBs). A personal information bank allows the public to view a list of the type of personal information held by a public body. The personal information bank describes: the title or name of the information bank; the location or department responsible for the information bank; a description of the personal information contained; the categories of individuals that the information pertains to; the purpose for collecting the information and how it is used or disclosed; and the legal authority for the collection of the information.

A personal information bank does not include any actual personal information, nor does it provide access to an individual’s records.

| Access to Information Act Requests | |
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| Location | Finance Department, IT Department |
| Information | Contains the name, address, telephone number and description of information being requested or corrected. |
| Individuals | Names of the requester and third-party names that may be included in the request and other personal information as requested. |
| Legal Authority | Section 4(c) of the Protection of Privacy Act, <i>Access to Information Act</i> , Section 6(1) |

| Accounts Payable | |
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| Location | Finance Department |
| Information | The system supports the payment of vendors for goods and services. Personal information contained would be the name, address and phone number of vendors and vendor pay history. |
| Individuals | All vendors and employees who have been reimbursed through expense claims. |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Accounts Receivable | |
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| Location | Finance Department |
| Information | The system supports information related to individuals who remit monies payable to the division. Personal information contained would be the name, address, email addresses, phone numbers, banking information, transaction history. |
| Individuals | All customers, companies, associations, and organizations that remit monies. |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Facilities | |
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| Location | Facilities Department, Warehouse, Schools |
| Information | Manages Facility information, facility work order & project management, facility rentals & asset management. Information collected: Employee names, vendor contact names, addresses & phone numbers. |
| Individuals | Employees, vendors |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Facility Rentals | |
|------------------|---|
| Location | Facilities Department, Schools, Finance Department |
| Information | Manages short term rental contact information for organizations leasing space in schools. Information collected: organization names, contact names, addresses, phone numbers, and lease fees. |
| Individuals | Individuals Organizations and people who rent facilities. |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |



| Human Resources | |
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| Location | Human Resources Department |
| Information | The system supports the administration the human resources department with multiple union environment. The personal information contained would be employee name, address, birth date, teacher certification number and status, citizenship, marital status, education history, languages spoken, work location name and address, employment commencement date, gender, phone number, social insurance number, salary grid placement, emergency contact name and phone number, benefit plans and levels sick status, leave dates, medical conditions, physician name, reasons for leaves, absences, and reasons for absences. |
| Individuals | Permanent, part-time, temporary, and contracted employees. |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Payroll System | |
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| Location | Finance Department |
| Information | The system supports the administration of both the human resources and payroll functions, in a multiple union and multiple-payroll environment. The personal information contained would be employee name, address, birth date, teacher certification number and status, citizenship, education history, languages spoken, work location name and address, employment commencement date, gender, phone number, social insurance number, salary grid placement, emergency contact name and phone number, benefit plans and levels. Employee Pay History such as allowances, number of dependents, vacation status, sick status, leave dates, reasons for leaves, absences and reasons for absences. |
| Individuals | Permanent, part time, temporary, and contracted current and past employees |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Recruitment Portfolio System | |
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| Location | Human Resources |
| Information | The recruitment platform ApplyToEducation collects various types of information to streamline the hiring process for educational institutions. The personal information includes name, address, phone number, email |



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| | address, educational background, professional experience, and application materials such as resumes. |
| Individuals | Applicants to job postings |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Student Information System | |
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| Location | IT Department, Student Services, Schools |
| Information | Includes student identification number, name, birthdate, gender, address, phone number, email address, citizenship, Visa details, work and/or study permits, court documents and/or legal guardian status, spoken language(s), medical information, psychological/cognitive evaluations and registration information including: grade, programming and special status eligibility, school. |
| Individuals | Students, parents/guardians and emergency contacts |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Student Learner Profile Information System | |
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| Location | Student Services |
| Information | Contains information for individual student learner profiles. This information may include formal diagnoses, attendance rates, individualized education plans, behavior support plans, medical alerts, First Nation, Metis and Inuit Status, student achievement data such as literacy and numeracy assessments, name, student ID. |
| Individuals | Students |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

| Video Surveillance Security System | |
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| Location | IT Department |
| Information | Personal data is collected and stored by video cameras in targeted, high-incident areas of MHPSD sites. The information is collected and used for the following: Video images are collected by cameras, without audio, located on the exterior of sites and on the interior of some sites. The information that is collected by the video surveillance system is used to support the safety and security of schools and facilities, for disciplinary, legal, legislative or law enforcement purposes, for enforcement of administrative regulations, or for a use consistent with those purposes, or in accordance with a court order. |



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| Individuals | Students, staff (employees, volunteers and contractors) and members of the public using sites and parking facilities. |
| Legal Authority | Section 4(c) of the Protection of Privacy Act |

REFERENCES

Protection of Privacy Act

Approved: May 11, 2026

