

School District #73

# Personal Information Directory

(PID)

*Public bodies are required to make available a listing of the*

*Personal Information Banks created and maintained*

**School District #73**

# **Contents**

**Introduction**

**Definitions**

**Freedom of Information and Protection Privacy Act Section 26**

# Introduction

## “Personal Information Directory” (PID)

Under Section 69 (6) of the Freedom of Information and Protection of Privacy Act (FOIPPA), public bodies are required to create and maintain a Personal Information Directory (PID), which lists the specific collections of personal information maintained by the public body, including a directory of personal information banks.

This requirement helps to ensure that public bodies, including school districts, are maintaining an appropriate inventory of the personal information maintained by their programs and departments. It also assists members of the public to understand what personal information public bodies maintain, and in this sense supports transparency in data management practices.

Section 69 (6) of the Act also provides that the Personal Information Directory must be made available to the public and set out the following information about each personal information bank.

- x Its title and location;
- x A description of the kind of personal information and the categories of individuals whose personal information is included;
- x The purpose for which the personal information was obtained or compiled and the purposes for which it is used or disclosed by the public body;
- x The categories of persons who use the personal information or to whom it is disclosed within the public body and externally;
- x The authority for collection the personal information.

“Personal Information” means recorded information about an identifiable individual other than contact information.

“Personal Information Bank” (PIB) is a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

# Definition of Terms

**Title:** The name of the record or item.

**Department:** Area of responsibility for these records.

**Location:** Physical location or site where the information or records are retained.

**Authority of Collection of Information:** *School Act, Freedom of Information and Protection of Privacy Act, Labour Standards Act.*

**Individuals in the Bank:** Student, employees or other individuals as it relates to the information.

**Information Maintained:** Description of the type of record or information collected.

**Purpose of Information:** Purpose for which the personal information is obtained or compiled and purpose for which it is disclosed.

**User of Information:** Who uses this information or to whom it is disclosed.

# Freedom of Information and Protection Privacy Act Section 26

A public body may collect personal information only if:

- 1.0 The collection of the information is expressly authorized under an Act;
- 2.0 The information is collected for the purposes of law enforcement;
- 3.0 The information relates directly to and is necessary for a program or activity of the public body with respect to personal information collected for a prescribed purpose:
  - 3.1 The individual the information is about has consented in the prescribed manner to that collection, and
  - 3.2 A reasonable person would consider that collection appropriate in the circumstances;
- 4.0 The information is necessary for the purpose of planning or evaluating a program or activity of a public body;
- 5.0 The information is necessary for the purpose of reducing the risk that an individual will be a victim of domestic violence, if domestic violence is reasonably likely to occur;
- 6.0 The information is collected by observation at a presentation, ceremony, performance, sports meet or similar event:
  - 6.1 At which the individual voluntarily appears, and
  - 6.2 That is open to the public, or
- 7.0 The information is personal identity information that is collected by:
  - 7.1 A provincial identity information services provider and the collection of the information is necessary to enable the provincial identify information services provider to provide services under Section 69.2.