

### ***Accounts Payable***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and the respective schools within the district.
<b>Information:</b>	Name, address, phone number of individuals and companies that the district owes money.
<b>Individuals:</b>	Companies and/or individuals that the district owes money to.
<b>Use:</b>	To ensure that accounts payable records are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.
<b>Users:</b>	District office, auditors and school based staff that require access to perform their job.
<b>Legal Authority:</b>	The School Act and the Financial Act.

### ***Accounts Receivable***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and the respective schools within the district.
<b>Information:</b>	Name, address, phone number of individuals and companies that the district is to receive money from.
<b>Individuals:</b>	Companies and/or individuals that owe the district money.
<b>Use:</b>	To ensure that accounts receivable records are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.
<b>Users:</b>	District office, auditors and school based staff that require access to perform their job.
<b>Legal Authority:</b>	The School Act and the Financial Act.

### ***Bequests and Donations***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.
<b>Information:</b>	Records relating to donations, gifts or bequests received from organization's business or individuals. Includes corporate sponsorships.
<b>Individuals:</b>	Individual and/or corporate donors.
<b>Use:</b>	To ensure that records of Bequests and Donation are maintained accurately and consistently according to internal audit procedure and those requirements as identified in the Financial Act.
<b>Users:</b>	School system administrators, auditors.
<b>Legal Authority:</b>	The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Board of Education Trustee***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.
<b>Information:</b>	Name, address, phone number (work and home), and position within the board.
<b>Individuals:</b>	All the trustees on the Board of Education for the district.
<b>Use:</b>	Contact list utilized by district office staff.
<b>Users:</b>	District office staff as required to keep the Board of Education informed regarding issues surrounding the district.
<b>Legal Authority:</b>	The School Act – Section 126.1

### ***Contracts and Agreements – Successful Bidders***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.
<b>Information:</b>	Records relating to tender documentation received from successful bidders. Includes correspondence, tender packages, reviews with vendor as to reasons for bid approval and respective contracts.

**Individuals:** Successful bidders with respect to contract work with the district.  
**Use:** Documentation involving accountability with the tendering and contract process.  
**Users:** School system administrators, auditors.  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Contracts and Agreements – Unsuccessful Bidders***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.  
**Information:** Records relating to tender documentation received from unsuccessful bidders. Includes correspondence, tender packages, reviews with vendors as to reasons for bid rejection etc.  
**Individuals:** Unsuccessful bidders with respect to contract work with the district.  
**Use:** Documentation involving accountability with the tendering process.  
**Users:** School system administration.  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Early Childhood Services***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.  
**Information:** Name, address, phone number, fax number, contact representative for all the ECS programs operating within the district. This includes all district operated and private operated ECS programs within the district. Also includes information related to the operation and funding of these programs.  
**Individuals:** District operated and private ECS programs.  
**Use:** To ensure that all ECS programs within the district abide by the rules and regulations established by Alberta Learning and to assist in normal operations.  
**Users:** District Staff that require access to perform their duties.  
**Legal Authority:** The School Act – Section 24

### ***Employee Files***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.  
**Information:** Information pertaining to employment of certified and professional district staff. Includes name, address, birth date, gender, phone number, social insurance number, certification number, certification information, verification of salary and experience, citizenship, marital status, educational and employment history, employment commencement date, resume and application for employment, performance appraisals, letters of reference/recommendation, staff development and training information, appointment records, pay and benefits information, attendance records, workers compensation information, employee assistance, health and life insurance records, job classification/assignment, discipline information, and other personal data related to employment.  
**Individuals:** School district employees.  
**Use:** Record the employee's work history and payroll/benefit transactions.  
**Users:** Designated management, supervisory, personnel/human resources staff and payroll staff.  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Expense Claims***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and the respective schools within the district.  
**Information:** Any information and documentation regarding expense claims applicable to ones work within the district. Including name, date, position and location in the district and the receipts/details of the claim.  
**Individuals:** All staff submitting expense claims.

**Use:** To process expense claims and to track and maintain clear and accurate records for audit purposes.  
**Users:** District office, auditors and school based accounts payable staff, claimants and supervisors of claimants.  
**Legal Authority:** The School Act.

### ***Freedom of Information and Protection of Privacy Act Request***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and the respective schools within the district.  
**Information:** Name, address, telephone number, description of information being requested or corrected, correspondence, copies of requested records.  
**Individuals:** Individuals submitting request under the Act.  
**Use:** Maintain a record of all request, compile statistics.  
**Users:** Freedom of Information and Protection of Privacy Co-ordinator and Head, Office of the FOIP Commissioner.  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Job Competition***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.  
**Information:** Name, address, home and alternate phone number, application form, resume, job advertisement, screening techniques and tools, results of the screening and evaluation results, and appointment of the successful candidate.  
**Individuals:** Applicants for school system positions.  
**Use:** To document the hiring process and provide statistical data.  
**Users:** The district office staff that require access to perform their duties in addition to human rights authorities and appropriate administrators  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Legal Matters - Litigation***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.  
**Information:** Records relating to court cases, suits or other litigation by or against the board and its schools or staff. May include disputes with associations, contract concerns etc.  
**Individuals:** Individuals, groups, businesses involved in legal dispute with the school district.  
**Use:** To ensure that records of litigation are maintained accurately and consistent with those requirements identified by the District's legal counsel.  
**Users:** School system administrators, auditors, legal counsel.  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Mailing List***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.  
**Information:** Name, address, telephone and fax numbers, may contain position/classification and place of employment.  
**Individuals:** Individuals receiving correspondence, information or publications.  
**Use:** Mail information or publications to interested individuals.  
**Users:** Interested community members.  
**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Nominal Roll***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.

<b>Information:</b>	School name, address and identifiers, student's home district number, band number, family number, child's position within the family (e.g. 3 <sup>rd</sup> , 4 <sup>th</sup> ), student's name, date of birth, status, gender, grade, residence code, accommodation code, district of financial responsibility, transportation information, special education code, extent, percentage of day, band of financial responsibility, band of residence, and reserve of residence.
<b>Individuals:</b>	Native students residing on a government reserve.
<b>Use:</b>	Acquire funding from federal government through tuition agreement.
<b>Users:</b>	Accounting staff, senior administration, auditors.
<b>Legal Authority:</b>	The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Scholarships and Awards***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and respective school offices.
<b>Information:</b>	Name, address, and school of individual students awarded various scholarships and awards. Name, address and phone number of contact individuals for respective awards and scholarships.
<b>Individuals:</b>	Scholarship/award recipients and those offering the scholarship/awards.
<b>Use:</b>	Facilitate the awarding of scholarships and awards within the district.
<b>Users:</b>	School system administration.
<b>Legal Authority:</b>	The Freedom of Information and Protection of Privacy Act – section 32(c)

### ***School Council Database – (district council)***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and the respective schools within the district.
<b>Information:</b>	Name, address, phone number, list of the administrative positions including president, vice president, treasurer and secretary of council.
<b>Individuals:</b>	All district school council members.
<b>Use:</b>	To act as an advisory committee for the district. Representation from each school council.
<b>Users:</b>	District staff who require access to this information to perform their duties.
<b>Legal Authority:</b>	The School Act – Section 1.7

### ***School Council Database – (individual schools)***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and the respective schools within the district.
<b>Information:</b>	Name, address, phone number, school council location, list of the administrative positions including president, vice president, treasurer and secretary of each school council.
<b>Individuals:</b>	All school council members at each school within the district.
<b>Use:</b>	To disseminate information as necessary, to meet the objective set out by Alberta Education requiring school districts to encourage councils to play an active role in school operations.
<b>Users:</b>	District staff who require access to this information to perform their duties.
<b>Legal Authority:</b>	The School Act – Section 1.7

### ***Special Education Records Database***

<b>Location:</b>	Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.
<b>Information:</b>	Name, address, birth date, gender, grade, assessment information, diagnostic testing results and interpretation, Alberta Learning special education coding information and other related documentation regarding special education students. This includes Program Unit Funding (PUF) documentation.
<b>Individuals:</b>	Students requiring special education programming within the district..

**Use:** To provide clear and concise program direction to educational staff for special education students. In addition, this database is required to track details of special needs students for funding purposes from Alberta Learning.

**Users:** District Staff that require access to perform their duties.

**Legal Authority:** The School Act – Section 29

### ***Staff Directory***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.

**Information:** Employee's name, position or job title, school or office in which they work including name, phone number and fax number.

**Use:** To provide administrators and head secretaries with contact information.

**Users:** School administrators, head secretaries, and central office administrators.

**Legal Authority:** The Freedom of Information and Protection of Privacy Act – section 32(c).

### ***Student Database (electronic)***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5 and specific school offices.

**Information:** Student given names and legal names, gender, parent names, addresses and home and business contact numbers, email addresses if applicable, student birth date, grade, local and Alberta Education Identification number, registration and exit dates, custody information, verification of Vital Statistics Document, medic alert notice, personal health number, doctor name and contact number, attendance information, last school/jurisdiction attended, school code, resident board, student authority date, student protection code, enrolment type, registration type, grants program codes, and, for native students living on the reserve, information re: district number, band number and family number.

**Individuals:** All students within the district.

**Use:** Provide educational policy makers and administrators – at all levels of school, district and government – with accurate information for planning decision-making, evaluation of programs and the payment of grants and entitlements.

**Users:** Alberta Learning and school district staff for whom access is necessary in the performance of their duties.

**Legal Authority:** The School Act.

### ***Student Confidential File***

**Location:** Maintained at the school where the student attends.

**Information:** Information of a highly sensitive nature, including: (a) notes and observation which are prepared for the exclusive use of a teacher or principal and are not used in program placement decisions; (b) any information relating to a report or an investigation under the Child Welfare Act; and (c) information of a sensitive nature, the disclosure of which, in the opinion of the school/Board, would clearly be injurious to the student unless, in the opinion of the school/Board, the release of the information would be in the public interest or is necessary to ensure the safety of students and staff.

**Individuals:** Students with information as described above.

**Use:** To fulfil the systems obligation to provide an appropriate education program to students.

**Users:** School system employees on a need to know basis.

**Legal Authority:** School Act.

### ***Student Record File***

**Location:** Maintained at the school where the student attends.

**Information:** Records relating to all information that is “required” to be kept under the School Act and the Student Records Regulation including student attendance, student

report cards, standardized and achievement test scores, birth date, names of parents, student's address and phone number, citizenship information, names of schools attended in Alberta and dates of enrolment. Also includes records relating to suspensions and expulsions. May include any health information the parent or student provides, custody orders, notation of eligibility for French language schooling and an indication of whether the parent wishes to exercise that right, formal education plan and/or I.P.P., etc. Optional information may be collected by the board such as a copy of the birth certificate or another official document acceptable to the board for students born outside Canada, copies of students awards, etc. A list of people accessing the record and parent/teacher conference information may also be kept.

**Individuals:** All current students, as well as students who have left the system until a written request is received to forward the record to another school, or for a period of seven years has past since the student ceased to be a student within the school system (age 26 maximum retention).

**Use:** To fulfil the systems obligation to provide an appropriate education program to students.

**Users:** School system employees on a need to know basis.

**Legal Authority:** School Act and Student Record Regulation.

### ***Unsolicited /Solicited Applications***

**Location:** Lethbridge School District No. 51 Administration Centre, 433 15 St. South, Lethbridge, Alberta T1J 2Z5.

**Information:** Name, home and office addresses, home and alternate telephone numbers, application form, resume.

**Individuals:** Applicants for school system positions.

**Use:** Document the hiring process and provide statistical data.

**Users:** Human resources staff, department supervisors, human rights officers, auditors.

**Legal Authority:** School Act.