**Personal Information Bank**

**Inventory Form Sample**

*Complete and submit a separate sheet for each Information Bank or indicate that there are no information banks in your school or department.*

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| **Field Name** | **Information Bank Details** |
| **Department or** **School Name** |  |
| **Personal Information Bank Name** (e.g., create a name for the information bank that your staff will understand) |  |
| **Electronic Location, if applicable**(e.g., name of software, surveillance footage or not applicable. Include vendor or partner name for service providers with whom we share data) |  |
| **Physical Location, if applicable**(e.g., school office, department file cabinets, classroom walls, teacher desks, storage rooms, contracted storage/cloud vendor/community partner, surveillance systems or “not applicable”) |  |
| **Individuals Whose Information is Included in Bank**(e.g., Student, Staff, Parent/Guardian, General Public, Volunteers, etc.) |  |
| **How is the information secured to prevent unauthorized access?** (e.g., locked cabinet, secure passwords, locked storage room) |  |

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| **Purpose for Collection, Use and Disclosure of Personal Information** (e.g., detail why is it necessary for us to collect this information; needed to deliver programs, ministerial requirement, to manage staff or student safety) |  |
| **Who has access to the Personal Information while it is in our custody**(e.g., list specific employee positions, vendors, external partners) |  |
| **Types of Personal Information Collected** (e.g., detail each individual piece of personal information)* An individual’s biographical details (i.e. name, gender, age, race, etc.)
* An individual’s biological details (facial image, fingerprints, blood type, etc.)
* An individual’s personal contact details (i.e. address, email, phone number, etc.)
* Nationality
* Religion
* Marital status
* Education
* Medical history
* Criminal history
* Financial information
* Identifying numbers (i.e. Social Insurance Number (SIN), Employee Number, Personal Education Number (PEN), etc.)
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