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Privacy Impact Assessment (PIA) Summary

Public Body or Custodian: Alberta Education

Project Title: PASIPREP AND PASI ENROLMENT FUNCTIONS

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Project Summary:

PASlprep is part of the larger Provincial Approach to Student Information (PASI) initiative. PASI is designed to deliver the right information to the right people at the right time within the Alberta education system. PASI uses technology and refined business processes to improve the overall student learning experience by ensuring that students' information follows them as they move ever more rapidly and uniquely through the Alberta education system.

The PASlprep PIA Addendum supplements the separate PASI PIA. With a few exceptions, information provided in the PASI PIA is not replicated in the PASlprep PIA.

PASlprep is an application that enables school authorities to maintain student information within the primary PASI repository, known as the PASI Core. The PASI Core shares information with authorized computer systems, ranging from Student Information Systems within school authorities to Alberta Education systems such as the Funding Event System.

The legal authority for the collection, use and disclosure of personal information by or through PASlprep derives from the legal authority for the PASI project as a whole. PASlprep functions as a conduit for the transmission of information between PASI core and school authorities. It therefore obtains its legal authority from the authority for PASI collection, use and disclosure of personal information.

PASI-enabled student information systems do not require PASIprep and can communicate directly with the PASI core. However, school authorities with student information systems that are not yet PASI-enabled may use PASIprep to exchange enrolment information with the PASI core. PASIprep users log directly into PASIprep, using the Alberta Education extranet, to upload student information files that have been created separately using the local student information system (SIS). There is no direct link between PASIprep and the local SIS.

School authorities that do not have PASI-enabled Student Information Systems will be required to use PASIprep beginning in the 2010/2011 school year. School authorities with PASI enabled SISs do not need to use PASIprep. Currently all school authorities must have a PASI-enabled SIS no later than the 2012/2013 school year. As a result, PASIprep is not currently envisioned to exist beyond the 2012/2013 school year.

PASIprep has three main functions:

- 1) Uploading student information on behalf of school authorities into the PASI Core
- 2) Providing school authorities with access to and the ability to maintain student information within the PASI Core for all students registered with each authority
- 3) Transfer of student data from PASI core to Alberta Education.

PASIprep acts as a proxy for school authorities' internal student information systems that are not directly connected to PASI – information from these systems can be imported into PASIprep and then subsequently submitted to the PASI Core. Enrolment information is passed from the local student information system to PASI via a structured data file created by the local student information system (SIS). This file is validated by PASIprep and, once all errors and omissions have been corrected (which may involve several file exchanges between the school authority and PASIprep), is used to update the PASI core. PASIprep also creates export files, which can be used to import updated information back into the local student information system. By interpreting SIS-created import files and creating export files readable by local SISs, PASIprep allows for the transfer of information between PASI and local SISs that are not yet PASI-enabled.

Because it replicates a subset of features available in SISs, PASIprep is not just about submitting information to Alberta Education. PASIprep is a two-way access point into the PASI Core, which contains student information that may be of use during school and school authority operations.

As the PASI Core maintains information on all students, it acts as a gateway for students who move frequently between school authorities or who are registered with multiple schools or school authorities concurrently. As a result, users can

use PASIprep to get updates to student information for students registered with the user's school authority from other school authorities, as well as ensuring that the user is able to find relevant history and other information when a new student arrives at his or her school or school authority.

PASIprep also provides users with the ability to view additional details on registered students that is available in the PASI Core, and the ability to update demographic information for these students.

Although PASIprep is intended to support the PASI core, it does maintain its own database of student information, in order to assist school authorities to update student information in student information systems that are not yet PASI-enabled.

PASIprep applies existing Alberta Education extranet authentication and authorization functions. Access to PASIprep is available only via the Alberta Education extranet. PASIprep applies a set of access rules to ensure that access to PASIprep data is restricted to those users with a need for such access. The Alberta Education extranet exists within a secured network environment, both physically and technically.

PASIprep is governed by GoA and Alberta Education security standards, PASI privacy design features and the privacy and security provisions of the PASI participation agreement with school authorities.

The scope of the PASI enrolment capability pertains to services that are involved in the enrolment of a student within a school, and the information that supports these processes. The end-to-end aspects of these services are considered, meaning that the movement of information from the school to Alberta Education is also included within the scope. Subsequent activities based on the information provided by these services (for example, the determination of funding for an authority) are **not** included in the scope of this capability.

A complete description of PASI enrolment features is provided in the PASI Business Overview, which is appended to the PIA.

The PASI enrolment capability is composed of the following critical services, which are described in the PIA Addendum, as well as other PASI services that support them:

- Get Student School Enrolment Updates
- Get Student Updates
- Manage Student School Enrolment Information
- Register a New Student
- Retrieve Student Information

PASI enrolment data elements (known in PASI as 'service elements') are provided in Appendix A of the PASI Business Overview.