

## PARENT AND STUDENT INFORMATION COLLECTION NOTICE AND CONSENT TO DISCLOSURE

### Pursuant to s.34 of the Freedom of Information and Protection of Privacy Act (FOIP Act)

Please read this notice and initial at the bottom.

The FOIP Act sets controls and standards on how public bodies, such as school boards, collect, use, and disclose personal information that is in their custody or under their control.

The FOIP Act requires that school boards collect personal information. The Division is required to explain the purpose of the collection, how the information will be used, and identify a contact person should parents have any questions relating to this activity.

The information collected on the registration form as part of the school registration process is *personal information* as referred to in the FOIP Act. This *personal information* is collected pursuant to the provisions of the Education Act and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(c) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). *Personal information* may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

Here are examples of activities where Grande Yellowhead Public School Division (GYPSD) may use the information:

- The taking of individual, class, team or club photos for Division purposes.
- The use of student information, including photos, for the issuance of transit/bus transportation passes and for other identification purposes.
- The use of students' names in honour rolls, work ethic (listings), graduation ceremonies, scholarship or other awards within the school or the Division.
- The use of students' names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf.
- The use of students' names, related contact information and telephone numbers for absenteeism verification.
- The taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not interviewed or identified by name or face. Where individual students are identified or interviewed and the material will be used outside the Division a separate and specific consent is required. You will be contacted prior to this event taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the Division.

- The taking of photos/videos of classroom or other school activities by the Division where the material will be used within the Division. Where individual students are identified or interviewed and the material will be used outside the Division, a separate and specific consent will be required. You will be contacted prior to this event taking place.

As noted in *AP 140-1 Acceptable Use Agreement*, GYPSD will also provide students access to storage, media and email that is hosted outside of the Division, where the student will be able to release personal information which is accessible by others in a controlled environment.

If you have any questions or concerns regarding the collection of personal information and the intended use of this information, please contact the school Principal or the FOIP Coordinator of Grande Yellowhead Public School Division at 3656 1<sup>st</sup> Avenue, Edson, Alberta T7E 1S8; Telephone 780-723-4471 or 1-800-723-2564.



**Consent to Disclose Personal Information for use by the Division outside of educational purposes.**

I hereby give consent for my child,

\_\_\_\_\_ Name of student (if not an independent student)

- |                                |  |                               |
|--------------------------------|--|-------------------------------|
| <input type="checkbox"/> Name  | <input type="checkbox"/> School of attendance                      | <input type="checkbox"/> Work |
| <input type="checkbox"/> Grade | <input type="checkbox"/> Photograph individually or within a group |                               |

for the Division's normal operations and the promotion of its programs and its activities, both internal and external, such as, but not limited to, presentations and publications, both in hard copy and digitally.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Parent/Legal Guardian OR Student, if 18 years of age or older OR Independent Student

**Consent to Disclose Personal Information to the Media / Outside Organizations**

I hereby consent for

\_\_\_\_\_ Name of student (if not an independent student)

- |  |                                     |
|--|-------------------------------------|
| to be photographed by media or other outside<br>outside organization organization  | to be interviewed by media or other |
| to be tape recorded by media or other outside<br>outside organization organization | to be videotaped by media or other  |

as permitted by the School or Division at non-public events, subject to prior notification by the School or Division detailing the activity and the organization responsible for the activity.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Parent/Legal Guardian OR Student, if 18 years of age or older OR Independent Student

**Consent to Disclose Personal Information to the School Council**

The school has a School Council which represents the parents and engages in activities of the school. The school will normally make the parent/guardian name, phone number and mailing address as well as the student's name and grade level available to the School Council for contact purposes. I give permission for the release of the above information to the School Council.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent/Legal Guardian OR Student, if 18 years of age or older OR Independent Student

**Copyright Release**

I hereby grant permission to Grande Yellowhead Public School Division on behalf of my child: \_\_\_\_\_ to

(Name of student if not an independent student)

record and tape my child      display any of my child's works, and      reproduce any of my child's work

produced during the 20\_\_\_\_/20\_\_\_\_ school year, for non-profit, educational purposes. I understand the production(s)/work(s) may be shown at education displays during Division or school sponsored open houses, in-service sessions and other school related activities at Division sites or at Division sponsored displays in the community, or used in a school or Division publication, both hard copy or electronically.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian OR Student, if 18 years of age or older OR Independent Student