



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

(FOIPP) ACT - FOIPP - PARENT/GUARDIAN CONSENT FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING

On September 1, 1998, school boards in Alberta became subject to the FOIPP Act. The Act's primary objectives are:

- To allow records under the custody or control of the school board to be readily accessible to the public;
- To protect the privacy of the individual by controlling the manner in which personal information is collected, used and disclosed.

Authority for Collection

The personal information collected by the East Central Alberta Catholic School Board on the student registration form is collected in accordance with the FOIPP Act provisions; notably Sections 32, 33 and 37 pursuant to:

- The School Act including Sections 8, 44, 23 and its Student Record Regulation, A.R. 225/2006, amended A.R. 133/2015 and
- The Canadian Charter of Rights and Freedoms, Section 23.

Use of Information

- The information collected on the registration form is required in order to allow the Board, through its administrators to make such decisions as are necessary in order for it to fulfill its obligation to provide students with an education program that meets their needs, to provide a safe and secure environment, to protect the student's rights and to determine eligibility for particular programs and funding available both under the School Act and its regulations and through the Canadian Charter of Rights and Freedoms.
- The information will be made available to employees of East Central Alberta Catholic Schools, its authorized agents, and the Board, within the scope of their roles and responsibilities, to individuals working with the children or students in schools, and to Alberta Learning on a "need to know" basis.
- Please read the information contained in the Notice of Activities (below) which describes particular ways that personal information may be used. The information will be used for authorized programs and activities that are a normal part of school life.

Notice of Activities

In addition to the uses identified above, the personal information collected on the Student Registration Form is used by East Central Alberta Catholic Schools for authorized programs and activities that are a normal part of school life. The types of activities and their uses, which are listed below, form a vital part of a healthier functioning school and the participation of all students in these activities is an important part of their education.

Activities

1. Using a student's name, school, grade on student art work, written or other creative work at a school or school division site or school sponsored display in the community.
2. Using a student's name, school, grade, photo, and write-ups in student anthologies, newsletters, yearbook or other school or school division publications, and local print and broadcast publications.
3. Taking of individual, class, team, or club photos for school purposes.
4. Using a student's name, address, birth date, photo, school, and grade for identification purposes. (i.e. library, activity, bus).

5. Using student 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.
6. Using a student's name, school, grade, and academic information for honor roles, graduation ceremonies, and other awards within the school or school division.
7. Using students' names, related contact information, and telephone numbers for absenteeism verification.
8. Using a student's name and birth date for birthday recognition.
9. Circulating personal information on a "need to know" basis for students who have severe or life threatening medical conditions, and those who require immunization, communicable disease control, speech and dental services. (You may be contacted by the Regional Health Authority for these services.)
10. Taking photos/videos of classroom or other school activities by school division personnel for use within the school, the school division and school and Division web-sites. Please note that photos/videos of school activities (i.e. basketball games, concerts, plays) that are open to the general public may be taken and used for purposes within and outside the school. The school may not be able to restrict such activity at public events.

Security Measures

Pursuant to Section 38 of the FOIP Act the board must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

The Division utilizes a computerized Student Information System to maintain student records; accordingly, the information provided is entered into the computer system at the school level. Access to the information in the computer is restricted to division/school authorized personnel.

I have read the "Notice of Activities" and hereby consent to the collection, use and disclosure of the information listed in items 1 to 10 on behalf of my child(ren)/ward(s) or on behalf of myself, an independent student (proof required) as defined in the School Act.

I understand it is my responsibility to inform the school immediately regarding any change to these permissions. A new form will need to be completed at such time.

If you have any questions about the use or disclosure of the information collected, please contact your school principal or the FOIP Coordinator at 780.842.3992.

Student's Legal Surname (please print): _____

Student's Legal Given Name(s) (please print): _____

School Name: _____

School Grade: _____

Date: _____

Signature of Parent/Guardian/Independent Student

Parent/ Legal Guardian Name (Please Print)

Consent to Release of Information to 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.

Date: _____

Yes

No

Signature of Parent/Guardian/Independent Student

Parent/ Legal Guardian

Copyright Release Form (Copyright Act –Canada)

I hereby grant permission to East Central Alberta Catholic Schools on behalf of

my child: _____, to (please check appropriate boxes)

- Record and tape my child.
- Display any of my child's works; and
- Reproduce any of my child's work.

Which are produced during the school year, for non-profit, educational purposes. I understand the production(s) / work(s) may be shown at education displays during board sponsored open houses, in-service sessions and other school related activities at school board sites or at school board sponsored displays in the community, or used in a school publication.

Date: _____

Yes

No

Signature of Parent/Guardian/Independent Student

Parent/ Legal Guardian

Parent / Guardian Non-Consent

I wish to object to the use of information or photographs of my child, under any circumstance

Parent / Guardian Name (Please Print Clearly)

Date

For students under 16 years of age: signature of parent (or legal guardian)

Signature of Parent or Legal Guardian *

Witness