



## Golden Hills School Division

### Freedom of Information and Protection of Privacy (FOIP) Act

Golden Hills School Division is collecting personal information about you and your child with this Student Registration Form. This personal information is necessary to provide an educational program for your child and ensure a safe school environment for all students and staff.

**Some of the ways the school or division may use personal information are listed below. The Information and Privacy Commissioner's office states that the division does not require written consent from you to:**

- Share information with Alberta Education.
- Use a student's name, related contact information, and telephone numbers to check on a student who is absent.
- Take and use individual, class, team, club, or school videos/photos within the school community for internal school purposes as part of the delivery of educational programs or services (**not for external uses such as websites or brochures**).
- Use a student's name on artwork or material to be displayed at the school or other division sites.
- Use a student's name on lists such as an honour roll, scholarship, or other awards within the school or division.
- Use a student's name and academic information when the school wishes to apply for provincial and federal awards or scholarships on behalf of the student.

This is not a complete list, but it gives some examples of how the personal information may be used. Your child may attend or participate in school activities that are open to the general public. Some examples of these activities are sporting competitions, concerts, cultural programs, clubs, field trips, graduation, or other ceremonies. Photos and videos may be taken by members of the public including journalists and media reporters. The division cannot control or prevent the further distribution or use of these photos, videos, images, or other personal information.

**Written consent is required to use a student's personal information for any purpose other than educational programming or the safety of students and staff. Written consent can be revoked at any time by notifying the school principal in writing. Please refer to the attached *FOIP Consent Form*.**

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, Golden Hills School Division is authorized and required under the provisions of the Education Act and its regulations to collect and use the personal information to provide an educational program and ensure a safe and secure school environment for students.

Under Section 39(1) of the FOIP Act, the school division may use personal information only (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose; (b) if the individual the information is about has identified the information and consented, in the prescribed manner, to the use; or (c) for a purpose for which the information may be disclosed to that public body under section 40, 42, or 43. Another use of personal information requires written consent. If no written consent is obtained, the personal information cannot be used or disclosed.

Please note that the signature on the student registration form does not indicate consent for the use of this information. If you have questions or concerns regarding the collection or intended uses of this information, please contact the school principal.

Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (that information relates directly to and is necessary for an operating program or activity of a public body). This information will be used to provide an educational program and ensure a safe and secure school environment for students.

If you have any questions about the collection, contact the FOIP Coordinator, 435A Highway No. 1, Strathmore, Alberta T1P 1J4 or 403-934-5121 ext. 2024.



# Golden Hills School Division

## Freedom of Information and Protection of Privacy (FOIP) Act

### FOIP Consent Form

It has become common practice for our students to be working to gather information, connect to other learners on projects and share their work or activities. Your child's name and image could appear on the school or school division's website, YouTube, or social media site and your consent is required. **Consent can be revoked at any time by notifying the school principal in writing.** The following are examples where written consent is required:

- Use of a student's name, photo, or video in external publications (such as a school website, local newspaper or media or a promotional brochure).
- Use class, team, club, or school videos/photos that are taken within the school community on the school external website or for marketing purposes.
- Use of a student's name on artwork/material to be displayed in the community.
- Video or audio recordings posted online (may include technologies such as social media and other emerging technologies).

### Choose one of the following to indicate your voluntary consent for your child:

I consent for my child's information such as photographs, awards, scholarships, prizes, newsletter information, team lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements, and promotional materials to be used by my child's school or by Golden Hills School Division

I do not give consent for my child's information such as photographs, awards, scholarships, prizes, newsletter information, team lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements, and promotional materials to be used by my child's school or by Golden Hills School Division

**Note:** The Division cannot control how the information may be distributed, including print, broadcasts, photographs, and the Internet (for example, websites, online video and social media).

**Note:** The school and school division will not approve any provincial or national public media interviews involving students without the express consent of parents.

I, being the parent/legal guardian of the student named below, have read and understand the information provided.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature(s) #1

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature(s) #2

Note: Only persons having legal guardianship of the student may sign this consent form as parent or legal guardian.