



4603 – 48 Street
Stony Plain, AB
T7Z 2A8

T 780 963 4010
F 780 963 4169
E divisionoffice@psd.ca

FOIP PARENT/GUARDIAN CONSENT FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING

On September 1, 1998, school boards in Alberta are subject to the *FOIP Act* (Freedom of Information and Protection of Privacy Act). The *Act's* primary objectives are:

- To allow any person a right of access to the records in the custody or under the control of the school board subject to limited and specific exceptions as set out in the *FOIP Act*;
- 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 Parkland School Division (PSD) on the student registration form is collected in accordance with the *FOIP Act* provisions; notably Sections 32, 33 and 37 pursuant to:

REQUIRED 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 *Education Act* and through the *Canadian Charter of Rights and Freedoms*.

Information will be made available to employees of PSD, its authorized agents, and the Board of Trustees, within the scope of their roles and responsibilities, to individuals working with the children or students in schools, and to Alberta Education on a "need to know" basis. Such examples are listed below:

- For identification purposes the use of a student's name, address, birth date, photo, school and grade. (i.e. library, activity, bus)
- For absenteeism verification the use of students' names and related contact information completed by PSD staff and designated individuals.
- For emergency situations the circulation of personal information on a "need to know" basis for students who have severe, life threatening medical conditions.

Information will also be provided to Health Departments according to the Public Health Act Disclosure of Information as follows:

- 18.1 (1)** *In this section, "early childhood services program", "private school" and "school board" have the meanings given to them in the Education Act.*
- (2)** *A medical officer of health may **by notice in writing** require a school board, an operator of a private school or an operator of an early childhood services program to provide, in the form and manner and within the time specified in the notice,*
- (a) a student's name, address, date of birth, sex and school,*
 - (b) the name, address and telephone number of the student's parent or guardian, and*
 - (c) any other information prescribed in the regulations to the medical officer of health for the purpose of contacting the parent or guardian of the student regarding voluntary health programs offered by a regional health authority, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control.*
- (3)** *A school board, an operator of a private school or an operator of an early childhood services program who receives a notice under subsection (2) shall comply with it.*

SECURITY MEASURES

Pursuant to 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.

OPTIONAL SCHOOL ACTIVITIES

The Parkland School Division requires your authorization to release personal information collected on the Registration Form for the following types of optional activities listed below. These activities assist in authorized programs and activities that are a normal part of school life.

- The use of a student's name, school, and grade on student art work, written or other creative work at a school or school division site or school sponsored display in the community.
- The use of 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.
- The taking of individual, class, team or club photos for school purposes.
- The use of a student's name, address, birthdate, photo, school and grade for identification purposes (i.e. library, activity, bus)
- The use of 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.
- The use of a student's name, school, grade and academic information for honor roles, graduation ceremonies and other awards within the school or school division.
- The use of students' names, related contact information and telephone numbers for absenteeism verification.
- The use of a student's name and birth date for birthday recognition.
- The circulation of personal information on a "need to know" basis for students who have severe, life-threatening medical conditions or for students in emergency situations.
- The taking of photos/videos of students for educational purposes within and outside of the School Division. Also includes the School and Division websites and educational presentations outside of the Division.

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.

CONSENT – Signature Required

I have read the "Optional School Activities" and hereby consent to the collection, use and disclosure of the information listed on behalf of my child/ward or on behalf of myself, an independent student (Student Registration must be completed indicating this to be true).

Student's Legal Surname (please print): _____

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

School: _____ Grade: _____

Parent/Guardian/Independent Student Name(s) (please print): _____

Parent/Guardian/Independent Student Signature: _____

Date: _____

SCHOOL COUNCIL CONSENT - Signature Required

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, email address 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.

Parent/Guardian/Independent Student Signature

Date

Yes

No

Email Address

If you have any questions about the use or disclosure of the information collected, please contact your school principal or the FOIP Coordinator, Parkland School Division 780-963-8403.