



Golden Hills School Division No. 75

Freedom of Information and Protection of Privacy (FOIP) Act

Golden Hills School Division No. 75 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 district may use personal information are listed below. The Information and Privacy Commissioner's office states that the district 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.
- Use a student's name and/or photos or videos in the school calendar, newsletter, yearbook, or other internal publications.
- 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 district sites.
- Use a student's name on lists such as an honour roll, scholarship, or other awards within the school or district.
- 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 son or daughter 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 district 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 Public Communication & Media Consent Form*.

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, Golden Hills School Division No. 75 is authorized and required under the provisions of the School 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 district 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.



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FOIP Public Communication & Media Consent Form

Our students are working to gather information, connect to other learners on projects and share their work or activities. Written consent is required if the student's personal information is going to be used for any other purpose outside the school, posted on the school's public website or used by the media.

Written 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 an external website 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).
- Allow a student to participate in media interviews.

Please fill out the following to indicate your voluntary consent for your child:

Part 1 – School

I consent to my child's information such as photographs, awards, scholarships, prizes, newsletter information, team or club lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements and promotional materials being used in the following:

- School Website and Social Media Sites (e.g. Facebook, Instagram)
- School Yearbook
- All other public use (e.g. displays, publications, presentations)
- Media Coverage of School Events (interview material, voice or video recordings, photographs)
- I do not want the information used for any of the above purposes.

Part 2 – School Division

I consent to my child's information such as photographs, awards, scholarships, prizes, newsletter information, team or club lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements and promotional materials being used in the following:

- School Division Website (<http://www.ghsd75.ca>) and School Division Social Media Sites (e.g. Facebook, Instagram)
- All other public use (e.g. displays, publications, presentations)
- Media Coverage of School Division Events (interview material, voice or video recordings, photographs)
- I do not want the information used for any of the above purposes

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

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

Student's Name: _____ Grade: _____

School: _____

Parent/Legal Guardian Signature(s) #1 _____ Date: _____

Parent/Legal Guardian Signature(s) #2 _____ Date: _____

Note: Only persons having legal guardianship of the student may sign this consent form as parent or legal guardian. If both parents have legal guardianship, both may sign.
Revised March 2019