



## PARENT/GUARDIAN CONSENT

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING

Since September 1, 1998, school boards in Alberta have been subject to the *FOIP 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 No. 70 (PSD No.70) on the student registration form is collected in accordance with the *FOIP Act*, *School Act* and its *Student Record Regulation*, and the *Canadian Charter of Rights and Freedoms*.

### 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 fulfil 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 through the *Canadian Charter of Rights and Freedoms*. Information will be made available to employees of PSD NO.70, 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 No.70 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.

Provide information 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 School 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 diseases 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**

Parkland School Division No.70 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.

1. 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.
2. 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 (First name of the student only allowed in outside publications such as newspapers.)
3. The taking of individual, class, team or club photos for school purposes.
4. 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.
5. 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.
6. The use of a student’s name and birth date for birthday recognition (within the school and student’s name only).
7. The taking of photos/videos of classroom or other school activities by the school district personnel for use within the school, the school division and/or their 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.*

**CONSENT**

I have read the “Optional School Activities” and hereby consent to the collection, use and disclosure of the information listed in items 1 to 7 on behalf of my child/ward or on behalf of myself, an independent student (proof required) as defined in the *School Act*.

Student’s Legal Surname (*please print*): \_\_\_\_\_

Student’s Legal Given Name(s) (*please print*): \_\_\_\_\_

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

Parent/Guardian Name(s) (*please print*): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

**School Council Consent**

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.

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student                      Date                      Yes

**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 No. 70 at (780) 963-8403.**