



School Division Use of Personal Information Notice

The Greater St. Albert Roman Catholic Separate School Division is required to act in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) which sets out standards as to the collection, use and disclosure of personal information.

The following are examples of how personal information may be used for school related activities and are not intended as an all-inclusive list. These activities form a vital part of a healthy and functioning school and the participation of all students in these activities is viewed as an important part of every student's education.

- 1. The use of a student's photograph/image taken by a school photographer for school-related purposes including report cards, student records, Image CD-Rom disks, student identification cards, school library cards, school yearbooks, recognition, composites, display at school sites, school newsletters, emergency, medical, legal, law enforcement and/or matters relating to safety and security.*
- 2. The release of a student's name, school, grade, academic information for the identification of assigned classroom or teacher in a school, use for class photos, collection of resources, recognition of birthdays, achievement in academics, athletics, or community involvement, honour roll, graduation ceremonies, scholarships, or other awards within the school or school board.*
- 3. The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the provision of transportation services.*
- 4. The use of a student's name telephone number, school, grade, parent's name and related contact information for the purpose of taking attendance, emergencies, fieldtrips, planning and/or other school sponsored activities.*
- 5. The use of a student's name, school, grade, photo, academic information and/or written material for the school newsletter, yearbook and/or other school publications.*
- 6. The use of a student's name, school, grade and/or photo for athletic events, fine arts productions, presentations, fairs celebrations and/or other school sponsored activities.*
- 7. The use of a student's photograph, video tape, audio tape and/or interview by the school Division personnel or activities held outside of the school.*
- 8. The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the purpose of satisfaction surveys.*
- 9. The use of a student's name for individual class, club, team and/or group photos/videos/images taken at school sponsored activities for display in the school.*
- 10. The use of a student's photo/video/images taken by school Division personnel of classroom or other school sponsored activities held within the school for educational purposes.*
- 11. The use of a student's name, photo/image, birth date, parent's name, telephone number, address and any student health and/or relevant personal information to assist authorized individuals in responding to emergency situations relating to safety and security, for law enforcement purposes and other legal requirements, and to assist who have severe or life-treating medical or other conditions.*

Note: *When the use of a student's name, photos and/or videos by the school board, media or to other outside organizations, where individual students are identified or interviewed and the material will be used outside of the school Jurisdiction, a separate and specific consent is required. Events that are open to the general public, are considered public events, Greater St. Albert Catholic Schools cannot control or prevent the further distribution or use of photos, videos, images or other personal information by those who attend.*

*Written consent for your child to participate in these activities is **not** being requested. On occasions there maybe concerns with uses of this information, if this is the case, please contact the school principal where your child attends to discuss your concerns. This notice remains valid for the current school year if you have any questions regarding the Freedom of Information and Protection of Privacy Act, please contact the Coordinator, 6 St. Vital Ave, St. Albert, 459-7711.*



Greater St. Albert Catholic Schools

Serving St. Albert, Morinville, Legal and parts of Sturgeon County

School Year: 2022-23

Classroom: _____

PARTICIPANT CONSENT FORM:

SCHOOL DIVISION USE OF PERSONAL INFORMATION

Student Name: _____

Opportunities sometimes arise for Greater St. Albert Catholic Schools to spotlight and promote schools in the division in displays/publications (newspapers, brochures, videos, television, school/division calendars, billboards, slide shows, workshops, presentations, or other publication venues). With your permission your child may be photographed, videotaped, audio taped, or interviewed during the school year at various **non-public** school sponsored events.

The school division and/or individual schools are sometimes contacted by the media to do feature stories about a specific school, program, student activity, award, or educational topic. The media may wish to collect, use and reproduce your child's personal information in the form of an interview, photograph, digital image, video tape, audio tape or a likeness. By signing these consents below, I am stating that I understand the purpose for which my/my child's information will be used.

A. Consent for: Collection Use and Disclosure of Personal Information by Greater St. Albert Catholic Schools

*I hereby give Greater St. Albert Catholic Schools permission to photograph, video tape, audio tape and/or interview my child for use in **school publications/communications, school or division recognition, or other school purposes**. Greater St. Albert Catholic Schools also has my permission to use, publish, display and copyright any artwork, written material or creative work created or authorized by my child through **school activities**. I understand that this material or creative work may be used by Greater St. Albert Catholic Schools **in division or school displays, publications, advertising or promotional materials**. I understand that my child may be identified as the author by first and last name and by grade.*

Signature _____ Parent/Legal Guardian/Independent Student

B. Consent to: Post Personal Information to a Division, School or Classroom Website and other electronic means

*I hereby give Greater St. Albert Catholic Schools permission to publish the following information regarding my child to the above public websites. **(Please check all that you agree to):***

- Last Name
- Photograph
- School-Related Work (artwork, written material or creative work) I understand my child may be identified as the author by first name, last name and grade)
- First Name
- Award Recognition
- Grade

Signature _____ Parent/Legal Guardian/Independent Student

C. Consent for: Media Participant

Please check all that you agree to:

- I hereby give Greater St. Albert Catholic Schools permission to permit **media and outside organizations** to display creative work(s), to film, photograph, videotape, video conferencing, or make an audio digital recording and/or interview my child for **non-public events** -I understand this means a creative work(s), photograph(s), videotape(s), video conference(s), audio or digital recording(s) and/or interview(s), or likeness of my child may be collected, used, reproduced and broadcast by media or outside organizations.*
- I hereby give Greater St. Albert Catholic Schools permission to display creative work(s), to film, photograph, videotape, video conferencing, or make an audio digital recording and/or interview my child for school and division social media accounts. I understand this means a creative work(s), photograph(s), videotape(s), video conference(s), audio or digital recording(s) and/or interview(s), or likeness of my child may be collected, used, reproduced and broadcast by third parties.*

Signature _____ Parent/Legal Guardian/Independent Student

D. Consent for: Disclosure of Personal Information to the School Council

*I hereby give Greater St. Albert Catholic Schools permission to make available **parent/guardian name, telephone and email address** to the **School Council** for contact purposes. School Councils represent the parents and engage in activities of the school.*

Signature _____ Parent/Legal Guardian/Independent Student

E. Consent for: Disclosure of Personal Information to the Local Parishes

*I hereby give Greater St. Albert Catholic Schools permission to make available the **student name and faith** information **to the local parishes** for the purpose of supporting the student's spiritual development.*

Signature _____ Parent/Legal Guardian/Independent Student