



## Notice of Collection and Use of Personal Information under Section 34 of the *Freedom of Information and Protection of Privacy Act* (FOIP Act)

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Wetaskiwin Regional Public Schools (the Division) collects personal information that relates directly to and is necessary for various operating programs and activities of the Division; and to fulfill its mandate of providing students with an education program in accordance with its obligations under the *Education Act* and its regulations. In addition to personal information provided on registration forms, the Division may take recordings of students or student work at school or school related activities that form part of the educational programs of the Division. Such recordings include digital, photos, film, video, audio and emerging technologies.

The following are examples of ways in which personal information may be used by the Division:

- Establish a student record and determine residency
- Determine program placement, determine eligibility and/or suitability for provincial or federal funding
- Provide information to the Minister of Education for research and statistical analysis
- Feature a student in the school calendar, newsletter, yearbook, or other school publication
- Recognize students and their creative works through display or performance at school
- Acknowledge students in class lists, honour rolls, graduation ceremonies
- Determine student eligibility or suitability for awards or scholarships, in the event that the Division applies on the student's behalf
- Contact students or their parents or emergency contacts
- Verify absences
- Provide transportation services
- Provide identification cards
- Offer assistance to students encountering medical and/or emergency situations
- Provide video surveillance on school premises, as governed by the Division
- Provide Division authorized satisfaction surveys
- Take individual, class, team or club photos for school purposes
- Take recordings of students engaged in classroom or other school activities
- Allow media or other organizations into schools, under the supervision of school personnel, to film classroom and students, where students are not interviewed or identified by name or face.

Events that are open to the general public are considered public events, and the Division cannot control or prevent the further distribution or use of photos, videos, images or other personal information obtained by those who attend. Written consent for your child to participate in these activities is not being requested.

This notice is provided to you for information only and it is not an all-inclusive list. These activities contribute to a healthy and functioning school, and students' participation in these activities is viewed as an important component of their education. If you have concerns regarding the collection or use of such information, please contact the Principal of the school that your child attends. Please note that by not completing the Division's "Consent to Use and Disclose Personal Information" form, it indicates refusal to consent.

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Questions or concerns regarding the manner in which information is collected and used by Wetaskiwin Regional Public Schools may be addressed to the FOIP Coordinator at:

**Wetaskiwin Regional Public Schools, 5515-47A Avenue, Wetaskiwin, AB T9A 3S3 Phone: (780)352-6018**

## Consent to Use and Disclose Personal Information

Name of Student \_\_\_\_\_

*Last Name*

*First Name*

*Grade*

In accordance with the FOIP Act and the *Copyright Act*, the Division requests consent for various purposes, as outlined below. Consent is voluntary and can be revoked at any time by notifying the Principal in writing. You will be provided with an opportunity to verify your consent annually. If you have concerns regarding these matters, please contact the Principal or the school your child attends.

### 1. **Wetaskiwin Regional Public Schools Websites/Social Media Accounts**

On occasion, the Division posts student personal information including full name, photographs, recordings, and/or interviews on Division and school websites/social media accounts. Your consent is requested to use your child's personal information for this purpose. Please note that in the context of ordinary internet use, student personal information may be copied, altered or moved by anyone who visits these websites; and if your consent is withdrawn, the Division will remove the image and/or personal information from its website however it may be available on the internet indefinitely.

I consent to the above use of personal information:

YES

NO

### 2. **Wetaskiwin Regional Public Schools' Student Creative Work**

The Division on occasion displays the creative work of students produced through school activities (e.g. art, dance, drama, compositions, work or metal works, robotics, scientific experiments). This means that a photograph, digital recording, or actual presentation of the item with identification of the student by full name and grade may be collected, used and displayed at external exhibits at community sites, competitions, and reproduced in Division promotional publications distributed outside of the Division, including websites. Your consent is requested to use your child's personal information for this purpose. In addition, under the *Copyright Act*, your release is requested to grant permission to the Division to record your child, display and/or reproduce his/her creative work.

I consent to the above use of personal information grant permission to display his/her creative work.

YES

NO

### 3. **External Organizations or Media**

The Division on occasion authorizes media and outside organizations to photograph, record and/or interview students while under its supervision. This means that a photograph, digital recording, or interview of a student with identification by full name and grade may be collected, used, reproduced and broadcast by media or outside organizations. Your consent is requested to use your child's personal information for this purpose.

I consent to the above use of personal information:

YES

NO

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date