

Palliser Regional Schools

Freedom of Information and Privacy
(FOIP) Package
Please retain for future reference

Parents/Guardians Please Read Carefully

The *Freedom of Information and Protection of Privacy Act* requires that consent be obtained for the collection and use of personal information that is not authorized under the *School Act*. Palliser Regional Schools believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

Personal information means recorded information about an identifiable individual that may include but is not limited to: student name, age, grade, address, phone number, etc. As part of the school's digital citizenship plan, students will be taught to limit, and consider the privacy implications, of sharing their personal information online.

The following are some examples of how personal information may be used by Palliser Regional Schools. This list is not intended to be all-inclusive.

- Student records, report cards, attendance
- Photographs or videos (e.g. individual, class, team, club) that feature students and are used within the school
- School newsletters
- Yearbooks, identification cards, library cards
- Classroom or program assignments and activities
- Assignment of a Palliser Gmail account and the use of educational tools such as Google Suite (GSuite)**, which may require student information to log-in
- Parent/guardian contact information for absenteeism, emergencies, etc.
- Transportation services
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Video surveillance cameras on school buses or at schools
- Law enforcement and or matters relating to safety and security

** Google Suite (GSuite) is used to communicate and collaborate electronically. GSuite includes Google Drive, Sites, Groups, Gmail and Calendar. All other public and third party apps are not available through GSuite.

Parent/guardian consent is required for student information to be used for purposes beyond educational programming and student safety. See the following form: **CONSENTS FOR INFORMATION DISCLOSURE**

Parents and independent students are under no obligation to provide consent by signing these forms. Consent may be withdrawn at any time by notifying the school principal in writing.

If you have any questions about the collection or the intended uses of this information, please contact the school principal.

Please note: *Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), which are open to the public, may be taken by anyone in attendance without prior consent. Palliser Regional Schools cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information. Information posted online may be transmitted to and stored on servers outside Palliser Regional Schools, including locations outside of Alberta and Canada. Palliser Regional Schools cannot guarantee protection of information against possible disclosure resulting from illegal activity or under foreign access laws.*

Frequently Asked Questions

Why am I being asked for personal information about me and my child on the school's registration form?

The school requires this information in order to provide an education and a safe learning environment as required by the *School Act* and Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*.

What does that mean?

Examples as to how this information may be used include:

- receive education funding from the Government of Alberta;
- check on the child if they are absent;
- create newsletters or yearbooks for the school;
- recognize your child's achievement on an honour roll; and
- manage and validate school passwords and email accounts.

Will pictures or videos be made of my child without my permission?

Your child's teacher may wish to take pictures or videos for use within the school community. If you signed the **Internet /Website and Media Information Disclosure Consent**, pictures or videos may be posted on public websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

What if the media comes to the school?

Your child will not be recorded by the media unless you sign the **Internet /Website and Media Information Disclosure Consent** allowing this to take place. However, if your child is on a field trip at a public place, photos may be taken by the public or the media without permission. If this is a concern for you, please let the school know.

Will my child's picture or name be on the Internet?

If you signed the **Internet /Website and Media Information Disclosure Consent**, pictures or videos may be used on public, external websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

Will I be contacted by the school council or does my school council have my contact information?

Only if you have given written consent to the school by signing the **School Council Information Disclosure** to allow this information to be shared with the school council.

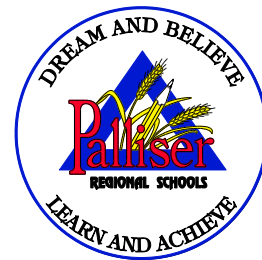
I have additional concerns about my child's information being shared. How do I let the school know?

Contact the principal about your concerns.

What GSuite (Formerly known as Google Apps for Education – GAFE)?

GSuite provides an online environment for students to collaborate and work in. The following Apps are available for students: drive, sites, groups, Gmail and calendar. There is no advertising and the information is not made public. Access to Google Apps accounts and the content is only for registered Palliser Regional Schools students.

Palliser Regional Schools



CONSENTS FOR INFORMATION DISCLOSURE

Please return this form to the school. If this form is not returned, your child's personal information will not be used for any other purposes than indicated in the FOIP package

Student Name: _____

School Year: _____

Copyright Release

Student may have their work recorded and taped (e.g. drama class); have their work displayed (e.g. Art); or have his/her work reproduced for non-profit, educational purposes. Their production(s)/work(s) may be shown at educational displays during an open house, in-service sessions and other school-related activities at school or School Board sites, or at school or School Board sponsored displays in the community, or used in a school publication.

_____ I give my consent to the information disclosures as described above.

_____ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

Signature of Parent/Guardian/Independent Student

Date

School Council Information Disclosure

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 and mailing address, as well as the student's name and grade level, available to the School Council for contact purposes.

_____ I give my consent to the information disclosures as described above.

_____ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

Signature of Parent/Guardian/Independent Student

Date

Internet /Website and Media Information Disclosure Consent

From time to time, media may cover events or activities at your child's school or Palliser Regional Schools may post student activities on Divisional/School websites, Facebook or other social media. Whether or not you have concerns about your child participating in media coverage at school (being photographed, videotapes, interviewed) it is important that we know your wishes. Internet, website and media coverage may include the use of your child's name and photograph for publication on the internet. (Note: School concerts and other events where parents and the public will be attending are generally considered public events which mean that anyone, including the media, could take photographs without first obtaining consent.) This consent will be used when any of the following information is posted on social media sites on the internet.

_____ I give my consent to the information disclosures as described above.

_____ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

Signature of Parent/Guardian/Independent Student

Date

Request for Consent – Electronic Communication

In order to keep you up-to-date on the latest school news and events please provide your consent below. We want to keep you informed about relevant school news, information items and updates, events, meeting, fundraising activities, announcements and similar activities, through email or other electronic communications which may contain related offers, registration fees, tickets, advertisements, promotions or similar information.

If you wish to receive the above communications from us, please complete the form below:

Name: _____ Email: _____

_____ Yes, I want to opt-in to receive electronic communications from Palliser Regional Schools

_____ No, I do not want to receive electronic communications from Palliser Regional Schools

I understand that this consent is valid for this current school year only.

If you wish to withdraw your consent and unsubscribe from our electronic communication at any time, please contact your child’s school.

Signature of Parent/Guardian/ Independent Student

Date

Palliser Regional Schools

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT



As a local public body, Palliser Regional Schools is subject to the *Freedom of Information and Protection of Privacy (FOIP) Act*. We respect your privacy and are committed to protecting the personal information you share with us.

The FOIP Act is designed to ensure that:

Palliser Regional Schools provides the public with access to information while protecting individual (personal) privacy.

The Five Basic Principles of FOIP are:

- The public has a right to access records held by Palliser Regional Schools, subject to some exceptions.
- Palliser Regional Schools must collect, use, protect, and disclose personal information in accordance with the *FOIP Act*.
- You have the right to access information about yourself, subject to some exceptions.
- You have the right to request a correction to your personal information if it is not accurate.
- You have the right to an independent review of the decisions made by Palliser Regional Schools under the *FOIP Act*.

Accessing Records

Palliser Regional Schools has always made information available to students, parents/guardians, employees, and the public. Most information can be obtained outside of the *FOIP Act* by asking the school or department in charge directly.

The *FOIP Act* is complementary to and does not replace existing procedures for obtaining information held by Palliser Regional Schools. However, any routine disclosure of personal information by Palliser Regional Schools must comply with the *FOIP Act*.

Collecting and using personal information

When we collect information about you, we will explain how we intend to use it. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes. If you choose to provide us with personal information in an email or by filling out a form and submitting it to us through our website, we will use that information to respond to your message and to help us get the information you have requested.

Protection of Privacy

You have the right to privacy. Your personal information includes such things as your name, address, age, gender, educational history, and student or employee ID number. All the personal information provided to us, whether on a student registration form or in another format, is considered private, is treated with confidentiality, and is kept secure. Only the staff that requires the information to do their job will have access to your personal information. In circumstances defined by the *FOIP Act*, we may be obligated to provide personal information to another organization.

Releasing your Information

We will only release your personal information to third parties in limited circumstances authorized under section 17(2) and 40 of the *FOIP Act*. Some of these circumstances are:

- where we have your written consent, or
- to those departments within Palliser Regional Schools who assist us in serving you, or
- where we are required or permitted by law to do so.

We give a limited amount of information, only as necessary, in support of these limited circumstances.

The Right to Review your Personal Information

We will give you access to the information we retain about you upon written request. If you require other information, simply contact the school or appropriate department. We will ask you specific details such as your name and address in order to assist with your request.

Keeping Personal Information Accurate

We make every reasonable effort to keep your personal information accurate and up to date. You can help by keeping us informed of any changes: for example, if you have a new address or telephone number. If you find any errors in the personal information we hold about you, please let us know so we can correct the errors immediately.

Making a FOIP Request

Please contact the school or department directly to request information before making a formal FOIP request. A FOIP request is considered the last alternative in the acquisition of information. If the requested information is withheld and the explanation for why it is being withheld is unsatisfactory, a request can be made under the *FOIP Act*.

An applicant has the right to formally request information or escalate the complaint to the Office of the Information and Privacy Commissioner (OIPC). An individual may contact the OIPC with questions or concerns at any time, either prior to or during the process.

What if I have questions or concerns? If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matters of access or privacy, please contact:

FOIP Coordinator
Palliser Regional Schools
101, 3305 18 Ave. N., Lethbridge, AB T1H 5S1

Phone: (403) 328-4111
1-877-667-1234
Fax: (403) 380-6890

Updated December 5, 2016