



# Golden Hills School Division No. 75

## Freedom of Information and Protection of Privacy (FOIP) Act

The information collected on the registration form contains personal information required to properly register your child within Golden Hills School Division No. 75 and is necessary to fulfill the school board's obligation to provide each student with an educational program that meets their needs. Once this information is collected and compiled, Golden Hills School Division No. 75 believes the uses listed below are part of a vital, healthy and functioning school, and participation is important and encouraged. We realize that there may be occasions when you have concerns relating to the safety of your child with respect to the use of this information. In that case, please contact the school principal or the Golden Hills FOIP Coordinator at (403) 934-5121.

### Level 1: Consent for Use of Personal Information within School Community:

- Use student's name, address, birth date, school, grade, and photograph for identification purposes in a school or school-related activity.
- Take individual, class, team, group or club photographs for school activities and the display of these photographs for recognition purposes in the school.
- Use student's name, school, grade, and photographs for athletic events, fine arts productions, celebrations and other school sponsored activities as well as on art work, written work or other creative work or material displayed at the school.
- The use of a student's name, telephone number, grade and related contact information by assigned classroom volunteers for absenteeism verification, emergency fan-outs, emergency health situations, field trips and other school sponsored activities.

### Level 2: Consent for Use of Personal Information for School Division purposes:

- Display student's name, school, grade, photograph, academic information and/or written material in a school newsletter, yearbook, The Link, Annual Education Plan, Education Results Report or other school board publications which may be posted on the Division's website and distributed to stakeholders.
- Use student's name, school, grade, photograph and academic information for honour rolls, graduation ceremonies, and other recognition awards at the school or school board sites.
- Take photographs or videos of classroom or other school sponsored activities by personnel authorized by the school board for non-profit and educational purposes, at the school or school board sites.

### Level 3: Consent to Use Personal Information for Media Releases

- Use student's name, school, grade, photograph for graduation ceremonies, and other recognition awards in newspapers and other media
- Take individual, class, team, group or club photographs for recognition purposes, for display in newspapers and other media.
- Allow newspapers and other media to take photographs or videos of classroom or other school sponsored activities.

**This list does not include all the activities or programs that take place in a school. Parents/guardians will be contacted by school personnel for written consent when activities that are inconsistent with those listed above occur.**

**Photos/videos of school activities (e.g. athletic events, concerts, graduation or other ceremonies) 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.**

**I hereby give consent to the use of personal information as described in levels 1, 2 and 3 above for**

\_\_\_\_\_ :  
(Student's Name)

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

Signature: \_\_\_\_\_  
*Parent(s)/Guardian(s) or Student (if 16 years of age or older)*

*If you wish to restrict the use of information please do not sign this form.*

*Please ensure that the principal is advised of your concerns.*