



# ST. ALBERT PROTESTANT SCHOOLS

Issued as of August 2009

Bellerose Composite High School

Grade 10  Grade 11  Grade 12

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT

**THIS DOCUMENT MUST BE SIGNED BY PARENTS & STUDENTS  
AND RETURNED ON REGISTRATION DAY**

**Student Name:** \_\_\_\_\_

**Please read the Notification of Use information below, which describes particular uses to which personal information may be put.** The information will be used for authorized programs and activities that are a part of normal school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In this case, please contact the principal/administrator at the school where your child attends.

***I have read and understand the attached Notification of Use.***

\_\_\_\_\_  
**Eligible Parent's Signature**

\_\_\_\_\_  
**Over 18 Student Signature**

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

### NOTIFICATION OF USE

#### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT

The FOIP Act, which applied to school boards on September 1, 1998, establishes what are known as fair practice rules for the collection, use and disclosure of personal information within the custody or under the control of a school board and other such local public bodies.

When school boards collect personal information directly from individuals about whom the information is about, these individuals are entitled to be advised of:

- The legal authority for the collection;
- The purpose for which the information is collected; and
- The title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

The information collected on the school registration form contains personal information covered by the FOIP Act. This information is collected pursuant to the provisions of the School Act, its regulations and the Charter of Rights and Freedoms. This information is required in order to properly register your child within St. Albert Protestant Schools and is necessary and related directly to the school board's obligation to provide each student with an educational program that meets their needs, to provide a safe and secure school environment, to protect the child's rights and to determine eligibility for programming and funding.

This information will be made available to employees of St. Albert Protestant Schools and the Board of Trustees within the scope of their roles and responsibilities and to individuals working with the children in schools and Alberta Learning, on a need to know basis. Please read the following information about the types of activities for which personal information is collected. The information will be used for authorized programs and activities that are vital to a healthy, well functioning school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In such cases, please contact the principal/administrator at the school where your child attends to discuss your concerns.

The uses to which the personal information collected on the registration form may be put, which are considered part of a vital, healthy and well functioning school, are listed below. In order to assist the board in maintaining a vital and healthy environment, participation of all students is important and encouraged. The activities where personal information may be used are:

- The use of student's name, photograph or comments about the student in the school calendar, newsletter, yearbook, graduation book or other school publications.
- The taking of individual, class, club or team photos for school purposes and the use of student photos for the issuance of student identification cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or district sites or at school or district sponsored displays within the community; provided that a copyright consent form has been signed respecting the works created by each student.
- The use of student names, related contact information and telephone numbers for absenteeism verification, for kindergarten parents' information or for distribution to parents regarding field trips.
- The use of family name and address information for the purpose of satisfaction surveys.
- The use of student names for recognition purposes on honour rolls, at graduation ceremonies and for scholarships or receipt of other awards or for birthday recognition purposes within the school or jurisdiction.
- The use of student names on class lists posted for the purpose of class placement for the coming school year.
- 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 the student's behalf.
- The use of student's name, address, parental and emergency contact information, for the provision of transportation services.
- The taking of photos and/or videos of classroom or other school sponsored activities and their use by the media or other organizations where students are not identified by name or face, or interviewed. Where individual students are identified or interviewed and the material will be used outside the school a separate and specific consent will be required. You will be contacted prior to such events taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes outside the school.
- The taking of photos or videos of classroom or other school activities by school board personnel or agents for non-profit and educational purposes, where the material will be used within the school. Where individual students are identified or interviewed and the material is to be used outside the school, separate and specific consents will be required. You will be contacted prior to such events taking place.
- The public may access school newsletters through the respective school websites. The newsletters regularly include news items such as: student activities, sports clubs and recognition of students who have received awards. Student names and/or pictures may also be included.