

**Prairie Rose School Division No. 8**  
**Notification of Use for the 2010-11 School Year**  
**Freedom of Information and Protection of Privacy Act (FOIPP Act)**

The FOIPP Act establishes what are known as fair practice rules for the collection, use and disclosure of personal information within the custody of 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 employer 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 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 the Prairie Rose School Division No. 8, and is necessary and related directly to the 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 Prairie Rose School Division No. 8 and the Board of Trustees within the scope of their roles and responsibilities, and to individuals working with the children in schools and Alberta Education, 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 the use of information. In such cases, please contact the principal of 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 the personal information may be used are:

- The use of a student's name, photograph or comments about the student in a school calendar or newsletter circulated within the school or at a school division site.
- The taking of individual, class or club photos for school purposes and the use of student photos for the issuance of bus passes or student identification cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or school board sites. Student names on artwork or other creative work or materials of students will only be displayed away from the school or school board site, if a consent form (FOIP #1) has been signed respecting the works created by each student.
- The use of student names, related contact information and telephone numbers for absenteeism verification or for distribution to parents regarding field trips.
- The use of student names and academic information necessary for determining eligibility or suitability for provincial and federal awards or scholarships in the event that 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 activities or 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 form will be required. (FOIP #2) You will be contacted prior to such events taking place. Please note that photos an/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. (FOIPP#2). You will be contacted prior to such events taking place.
- The use of student names in publishing in the media of Rutherford Scholarship winners.
- The use of student names in honour rolls, graduation ceremonies, scholarship or other awards within the school or school board.
- The release of student names, age, grade level, phone numbers and mailing address to the regional health authority for the purpose of administrating the Child Immunization Programs within Prairie Rose School Division.

For further information concerning the Freedom of Information and Protection of Privacy Act please contact your school principal or the FOIPP Coordinator at:

**Prairie Rose School Division No. 8, Box 204, Dunmore, Alberta, T0J 1A0, (403) 527-5516 or 1-800-468-7023**

Prairie Rose School Division No. 8  
Displaying Student Work

As indicated in the "Notification of Use" document Prairie Rose School Division #8 does not require your consent to record or tape your child, reproduce your child's work, or to display your child's work provided this material is used in the school or at a school board site. The Division also does not require your consent to use your child's name, photograph or comments about your child in a school calendar or newsletter.

We do require your consent if your child's work or your child's personal information will be used or displayed in the community away from the school or school board site. The school newsletter may be made available throughout the community and / or posted on the school web-site.

Please check the appropriate boxes below:

I do hereby grant permission to Prairie Rose School Div. No. 8 on behalf of \_\_\_\_\_ to:  
(Name of Student)

Yes  No record or tape my child or reproduce my child's work for the purpose of showing this work in the community, away from the school or school board site. I understand this display will be for non-profit, educational purpose and apply to work produced during the 2010-11 school year.

Yes  No disclose my child's name, photograph or comments about my child in the school calendar or newsletter or on the school or division web site. I understand that the school newsletter may be made available outside the school community and on the school website during the 2010-11 school year.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Student if 18 years of age or older  
or Independent Student

\_\_\_\_\_  
Parent / Legal Guardian

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**CONSENT TO DISCLOSE PERSONAL INFORMATION  
TO THE SCHOOL COUNCIL**

The school has a School Council that 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 permission for the release of the above information to the School Council.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Student if 18 years of age or older  
or Independent Student

\_\_\_\_\_  
Parent / Legal Guardian