

Collection and Use of Personal Information by Edmonton Public Schools

Edmonton Public Schools is collecting personal information about you and your son or daughter with this registration form. This personal information is necessary to provide an educational program for your child and ensure a safe school environment for all students and staff.

Some of the ways the school or the district may use personal information are listed below. The Information and Privacy Commissioner's office states that the district does not require written consent from you to:

- share information with Alberta Education
- use a student's name, related contact information, and telephone numbers to check on a student who is absent
- use a student's name and/or photos or videos in the school calendar, newsletter, yearbook, or other *internal* publication such as SchoolZone
- take and use of individual, class, team, club, or school videos/photos within the school community for internal school purposes (**not for external uses such as websites or brochures**)
- use a student's name on artwork or material to be displayed at the school or other district sites
- use a student's name on lists such as an honour roll, scholarship, or other awards within the school or district
- use a student's name and academic information when the school wishes to apply for provincial and federal awards or scholarships on behalf of the student

This is not a complete list, but it gives some examples of how the personal information may be used.

Your son or daughter may attend or participate in school activities that are open to the general public. Some examples of these activities are sporting competitions, concerts, cultural programs, clubs, field trips, graduation or other ceremonies. Photos and videos may be taken by members of the public including journalists and media reporters. The district cannot control or prevent the further distribution or use of these photos, videos, images, or other personal information.



Collection and Use of Personal Information with Informed Written Consent

Your informed written consent is required to use or collect personal information for any purpose other than educational programming and the safety of students and staff. Written consent is required to:

- use a student's name, photo or video in external publications (such as an external website or a promotional brochure)
- use class, team, club, or school videos/photos that are taken within the school community on the school external website or for marketing purposes
- use a student's name on artwork/material to be displayed in the community
- allow a student to participate in media interviews or research studies
- use a parent's name, phone number, and mailing address by the school council for contact purposes

Any use of personal information (e.g. name, photo, images, artwork) that is accessible to the general public requires informed written consent.

Schools may request that parents sign specific consent forms on a yearly basis.

If you are asked to sign a consent form, the form will indicate the following:

- the purpose of collection (consequences of granting or denying consent)
- the consent is voluntary
- the consent may be revoked at any time. The person to contact if you wish to revoke the consent will also be listed.
- the period of time during which consent remains valid. A record of the written consent must be retained for the period of time for which the consent is valid.

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, the district is authorized and required under the provisions of the School Act and its regulations to collect and use the personal information to provide an educational program and ensure a safe and secure school environment for students.

Under Section 39(1) of the FOIP Act, the school district may use personal information only (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose; (b) if the individual the information is about has identified the information and consented, in the prescribed manner, to the use; or (c) for a purpose for which the information may be disclosed to that public body under section 40, 42, or 43. Any other use of personal information requires written consent. If no written consent is obtained, the personal information cannot be used or disclosed.

Please note that the signature on the student registration form does not indicate consent for the use of this information. If you have any questions or concerns regarding the collection or intended uses of this information, please contact the school principal.