

Medicine Hat School District No. 76

Collection and Use of Personal Information

Freedom of Information and Protection of Privacy Act (FOIP Act) ***Collection of personal information Notice, s.33 FOIP Act***

The *FOIP Act*, which will be in force and in effect for school boards on September 1, 1998, sets controls and standards on how public bodies, such as school boards, collect, use and disclose personal information they have in their custody or under their control.

The *FOIP Act* requires that when school boards collect personal information directly from individuals the information is about, that these individuals be provided with the legal authority for the collection, be explained the purpose of the collection, how the information will be used and be provided a contact person should they have any questions relating to this activity.

The information collected on this form as part of the school registration process is personal information referred to in the *FOIP Act*. This personal information is collected pursuant to the provisions of the School Act and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 32(c) of the *FOIP Act* as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment. (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in event of problems or emergencies.)

Once the information is collected and compiled, Medicine Hat School District No. 76 believes the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Here are activities where information may be used:

- the use of a student's name, photo and comments in the school calendar, newsletter, yearbook, graduation book, or other school publication.
- the taking of individual, class, team or club photos for school purposes and the use of student photos for the issuance of transit/bus transportation, library and student union passes.
- the use of student's names on artwork or other creative work or material of students displayed at school or school board sites or at a school or school board sponsored display in the community, provided the Copyright Release Form is properly completed.
- the use of student names in honour rolls, work ethic, (listings), graduation ceremonies, scholarship or other awards within the school or school board.
- 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 a student's behalf.
- the use of student's names, related contact information and telephone numbers for absenteeism verification.
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not interviewed or identified by name (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 this event 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 within and outside of the school.
- the taking of photos/videos of classroom and other school activities by the school board where the material will be used within the school. (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 this event taking place).

If you have any questions or concerns regarding the collection and the intended purposes, please contact Mr. Doug Pudwell, Secretary Treasurer at 601-1 Ave., S.W., Medicine Hat, Alberta, T1A 4Y7, 528-6728.