



School Division Use of Personal Information Notice

The Greater St. Albert Roman Catholic Separate School Division is required to act in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) which sets out standards as to the collection, use and disclosure of personal information.

The following are examples of how personal information may be used for school related activities and are not intended as an all-inclusive list. These activities form a vital part of a healthy and functioning school and the participation of all students in these activities is viewed as an important part of every student's education.

- 1. The use of a student's photograph/image taken by a school photographer for school-related purposes including report cards, student records, Image CD-Rom disks, student identification cards, school library cards, school yearbooks, recognition, composites, display at school sites, school newsletters, emergency, medical, legal, law enforcement and/or matters relating to safety and security.*
- 2. The release of a student's name, school, grade, academic information for the identification of assigned classroom or teacher in a school, use for class photos, collection of resources, recognition of birthdays, achievement in academics, athletics, or community involvement, honour roll, graduation ceremonies, scholarships, or other awards within the school or school board.*
- 3. The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the provision of transportation services.*
- 4. The use of a student's name telephone number, school, grade, parent's name and related contact information for the purpose of taking attendance, emergencies, fieldtrips, planning and/or other school sponsored activities.*
- 5. The use of a student's name, school, grade, photo, academic information and/or written material for the school newsletter, yearbook and/or other school publications.*
- 6. The use of a student's name, school, grade and/or photo for athletic events, fine arts productions, presentations, fairs celebrations and/or other school sponsored activities.*
- 7. The use of a student's photograph, video tape, audio tape and/or interview by the school Division personnel or activities held outside of the school.*
- 8. The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the purpose of satisfaction surveys.*
- 9. The use of a student's name for individual class, club, team and/or group photos/videos/images taken at school sponsored activities for display in the school.*
- 10. The use of a student's photo/video/images taken by school Division personnel of classroom or other school sponsored activities held within the school for educational purposes.*
- 11. The use of a student's name, photo/image, birth date, parent's name, telephone number, address and any student health and/or relevant personal information to assist authorized individuals in responding to emergency situations relating to safety and security, for law enforcement purposes and other legal requirements, and to assist who have severe or life-treating medical or other conditions.*

Note: *When the use of a student's name, photos and/or videos by the school board, media or to other outside organizations, where individual students are identified or interviewed and the material will be used outside of the school Jurisdiction, a separate and specific consent is required. Events that are open to the general public, are considered public events, Greater St. Albert Catholic Schools cannot control or prevent the further distribution or use of photos, videos, images or other personal information by those who attend.*

*Written consent for your child to participate in these activities is **not** being requested. On occasions there may be concerns with uses of this information, if this is the case, please contact the school principal where your child attends to discuss your concerns. This notice remains valid for the current school year if you have any questions regarding the Freedom of Information and Protection of Privacy Act, please contact the Coordinator, 6 St. Vital Ave, St. Albert, 459-7711.*