**ST. PAUL EDUCATION**

**FOIP Consent Form**

**(In accordance with the Freedom of Information and Protection of Privacy Act)**

St. Paul Education collects data as mandated by the Education Act. Information must be provided to Alberta Education, the Regional Health Authority and other ministries.

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 without FOIP consent. The school has no control over how these images may be used. The use of student names/photos in listings of honour roll, graduation, scholarship or other awards also fall under this category and do not require FOIP consent.

Personal information is also used for authorized programs and activities that are a normal part of school life. Personal information includes photographs, videos, quotes, interviews, etc. Photographs, videos, quotes, and interviews are a vital part of a healthy and functioning school and participation of all students is very important. We realize, however, that there may be occasions where you, as parents or guardians, have concerns relating to the use and disclosure of your child’s information. ***Please note that consent can be revoked at any time. If you have concerns relating to the use and disclosure of your child’s information or wish to revoke consent, please contact the school office.***

Whenever a student’s personal information, including photographs and video, is going to be used for any purpose outside the school or school programming, schools must obtain consent from parents/guardians, which is given by authorizing below. This information includes, but is not limited to:

1. the use of student names on **artwork or other creative material for school/division/community displays or entry in contests**. Note – Entry in contests also falls under the Copyright Act and a separate consent form is required.
2. the use of student names, photos and comments in **school/division publications or materials** (e.g. calendar, newsletter, yearbook).
3. the use of student names, photos and comments in **school/division social media** (e.g. website, social media platforms, school newsletter posted on website).
4. the use of student names, photos and comments in **newspapers, audio taped and identified for radio, or videotaped and identified for television**.
5. the use of student names and photos in listings for birthday recognition, honour rolls, graduation ceremonies, scholarships or other awards within the division.
6. consent for release of information (phone number and name) to **school council and grad committees**. The school has a school council which represents the parents and engages in activities in support of the school, including fundraising. The school will normally make the parent/guardian name, phone number and mailing address, email, as well as the student’s name and grade available to school council for contact purposes, including meetings, special events, information sharing, graduation planning and fundraising.
7. The use of student names, addresses, phone number and special medical conditions for the purpose of arranging transportation and providing information to school bus carriers.

I wish to CONSENT to the use of my child(ren)’s information for the purposes specified above.

I wish to OBJECT to the use of my child(ren)’s information for the purposes specified above.

Student name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact the Superintendent of Schools or the FOIP Coordinator at St. Paul Education, 4313-48 Avenue, St. Paul, AB T0A 3A3 Phone (780) 645-3323 Fax (780) 645-5789

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