

Collection of Personal Student Information

Section 33 of the FOIPP Act (Freedom of Information and Protection of Privacy)

Dear Parents and Guardians:

On September 1, 1998 the *FOIPP Act*, came into effect for school boards. The *Act* sets controls on how public bodies, such as school boards, collect, use and disclose personal information that is in their custody or under their control. The *FOIPP Act* states that we must do the following:

1. Collect personal information directly from individuals whom the information is about.
2. Provide those individuals with the legal authority for the collection of said personal information.
3. Explain the purpose of the collection and how the personal information will be used.
4. Provide a contact person should they have any questions relating to this activity.

An example of personal information collected under the umbrella of the *FOIPP Act* is the Student Registration Forms. School boards have permission under the *School Act* (pursuant to section 32(c) of the *FOIPP Act*) to collect information necessary to provide students with an education program in a safe and secure environment. Student information may be required to determine program placement, funding eligibility, health concerns or contact information in the event of emergencies. Personal information may also be provided to the Minister of Education for the purpose of carrying out programs or services for the benefit of students.

Once personal information has been collected on Student Registration Forms, here are some examples of where it may be used in EICS as part of a vital, healthy and functional school where participation of all students is encouraged:

- the taking of individual, class, team, club or school photos
- the use of student information, including photos, to issue bus or transit passes and for other identification purposes
- the videotaping of students on the Division's school buses for the purpose of safe and secure transport of students to and from school and related activities
- the use of student's names in honour rolls, graduation ceremonies, scholarship or other awards within the school or school board
- the use of student's names and academic information necessary to determine eligibility or suitability for provincial, federal or other awards or scholarships in the event the school 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*
- the taking of photos and/or videos of classroom or other school activities by the school board where the material may be used within the school or posted on the school's website or the Division's website
- 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

If you have any questions or concerns regarding the collection of personal information and the intended purposes, please contact our EICS FOIPP Coordinator at Central Learning Services at 780-467-8896.
