



1. Staff members of the district may, without consent, collect, use, and disclose personal information that is necessary for performing a statutory duty of the district or for operating a legally authorized program of the district.
2. Records containing personal information must be stored and disposed of or destroyed in a manner that maintains the confidentiality of the information.
3. If an individual's personal information is used to make a decision that directly affects the individual, the information must be retained for at least one year after it is used.
4. Transitory documents, such as a telephone message, may be destroyed when they are no longer needed.
5. Records containing personal information must be accessed only by authorized persons and must be used in a manner that maintains the confidentiality of the information.
6. Requests for any record that contains personal information about the individual making the request may be made to the assistant superintendent of the department or the principal of the school concerned.
7. Each time personal information is collected, the individual should be informed of the uses of the information, the legal authority for collecting the information, and who to contact if they have questions.
8. Information may be disclosed for the purpose for which the information was collected or for a use consistent with that purpose.
9. Parental consent shall be sought for uses and disclosure of information which is not necessary for performing a statutory duty of the district or for operating a legally authorized program of the district. Some examples of collecting and disclosing of information for which parental consent must be obtained include
 - a. the use of the student's name and/or photos or video in the school calendar, newsletter, yearbook, graduation book, or other publication/communication.
 - b. the taking and use of individual, class, team, club, or school videos/photos within the school community for school purposes.
 - c. the use of the student's name on artwork, written material, technological work, or other creative work/material to be displayed at school, other district sites, or district sponsored displays in the community.
 - d. the use of the student's name, address, and phone number for bus transportation purposes.
 - e. the use of the student's name for birthday recognition purposes.
 - f. the taking of photos/videos of classroom or school activities.
 - g. use of students' names on lists such as the honour roll, scholarship or other awards within the school or district.


Using and Disclosing Personal Information



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 403.2

- h. use of the students' names and academic information necessary for determining eligibility or suitability for provincial, federal, or other types of awards or scholarships in the event the school applies on the students' behalf.
 - i. making the parent name, phone number, and mailing address as well as the student name and grade level available to the school council for contact purposes.
10. Consent may be sought as the need arises or multiple consent may be sought during the school opening procedure.
11. Consent must be in writing and indicate to whom the information may be disclosed and how it may be used.
- a. The instrument for collecting the requested consent should
 - i. indicate the purpose of the collection;
 - ii. indicate that consent is voluntary;
 - iii. indicate that consent may be revoked at any time and indicate the person to contact;
 - iv. to the extent possible, identify any consequences that may result from refusal; and
 - v. indicate the period of time during which consent remains valid.
 - b. When consent has been requested but has been denied, or no answer has been received, the school cannot use or disclose the information in question.
12. Parental consent need not be sought for uses and disclosure of information which are deemed part of the district's duty to provide an education program or which are part of a public event. Some examples of collecting and disclosing of information for which parental consent need not be obtained include the
- a. use of students' names, related contact information and telephone numbers for absenteeism verification.
 - b. use of photos/videos of school activities that are open to the general public, such as a graduation ceremony, sporting event, cultural program or club, or field trip.
13. If the student's participation in a recreation or community service activity involves the disclosure of personal information to another board or a not-for-profit organization, the district shall have entered into a prior agreement with that board or organization.

Reference: Board Governance Policy EL# 4 School Act Section 75 Alberta Education Policy 3.2.5 FOIP Section 1, 6, 7, 33, 34, 35, 36, 38, 39, 40, 88, 89	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 101, 102, 112, 124, 125, 127, 204, 205	Date(s) Revised: June 12, 2002; March 15, 2005