

## CONSENT FOR THE USE AND DISCLOSURE OF PERSONAL INFORMATION FOR NON-EDUCATIONAL PURPOSES

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**For the school year:** \_\_\_\_\_

All school boards in Alberta are subject to Protection of Privacy Act (POPA Act). This Act sets out policies and regulations regarding the collection, use, protection and disclosure of information. A student's personal information is used to provide educational programs and ensure a healthy and safe school environment\*. (See **Appendix A** for examples of activities for which the CSNO may use the information.)

*NB – Please contact the principal if you have any questions or concerns about the intended collection or use of this information or if you do not want your child’s personal information to be used as part of normal educational activities.*

**Consent is required for the use of the student's personal information by the school or the CSNO for purposes other than educational programming and student safety.**

**Please check the permission categories to indicate your consent:**

- I authorize the CSNO to take, use and publish photos, images, audio material or interview my child while under the supervision of the CSNO. I understand that photos, images, audio material may be used by CSNO at exhibitions, publications, websites, other electronic media, and advertising and promotional tools
- I authorize the CSNO to use, publish, show any work or literary/artistic work created by my child during school activities. I understand that works of art and literary works may be used by the CSNO in exhibitions, publications, websites, other electronic media, and advertising and promotional tools

By signing this form and returning it to the school, you consent to your child's information being used for these purposes. If the form is *not returned*, it means that consent has NOT been given.

I, \_\_\_\_\_, consent to my child's information being used for the purposes checked above.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

*Consent is voluntary, and you may withdraw consent and request that your child’s personal information be removed from CSNO administered sites by notifying the school principal in writing. Please note that once photos, student names and other identifying information are posted in a public forum, CSNO cannot control or prevent the further distribution or use of the material by those who have access to the information.*

## APPENDIX A

### **Protection of Privacy Act (POPA)**

All school boards in Alberta are subject to the Protection of Privacy Act (POPA). This Act sets out policies and regulations regarding the collection, use, protection and disclosure of personal information.

The personal information collected on the Student Registration Form is used to deliver educational services and programs and to ensure a safe and secure school environment\*. The information may be used in the following circumstances:

- The use of the name, photo and comments of a student in the school newsletter, the yearbook, or any other publication of the school or the schoolboard.
- The use of video footage, individual photos, class photos, team photos or club photos for school purposes.
- The use of photos or videos of school or class activities taken by the media where the students are not easily identifiable.
- The use of the name, grade and photo of a student in school activities such as athletics, art displays or celebrations.
- The use of the name and date of birth of a student to recognize a birthday.
- The use of the name of a student on a poster or other work displayed at a school or the schoolboard or another location as designated by the school or school board.
- The disclosure of information to local Regional Health Authorities for vaccination and health purposes.
- The use of the name of a student for honor roll, during the graduation ceremonies, for scholarships or other acknowledgements from the schoolboard.
- The use of the name of a student and educational information necessary to determine his/her eligibility for scholarships, provincial or federal awards or other awards for which the school or school board applies on behalf of the student.
- The use of the name of a student, those responsible for the student and their phone numbers to verify a student's absence.
- The use of the name of a student, those responsible for the student and their phone numbers for transportation and emergency purposes.
- The disclosure of the medical information of a student with serious or life-threatening medical conditions.
- The disclosure of the name of a student, those responsible for the student, telephone numbers and addresses to the School Council for communication purposes.

In the case of an activity that is not included in this list and where personal information is used by the school or the CSNO for purposes other than educational programming and student safety, Form 170 A, Consent for the Use and Disclosure of Personal Information for Non-Educational Purposes, must be signed and returned to the school.

*\*Section 56 of the Alberta Education Act and section 4c of the Protection of Privacy Act, Statutes of Alberta, 2024 Chapter P-28.5 and its provisions apply. For more information, please contact the CSNO Corporate Secretary at the School Board office at 780-624-8855 or 1-866-624-8855.*