



## Wild Rose Public Schools

### NOTICE

#### Freedom Of Information And Protection Of Privacy (FOIP) Act

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On September 1, 1998, school boards in Alberta were subject to the FOIP Act. The Act's primary objectives are:

- to allow records under the custody or control of the school board to be readily accessible to the public;
- to protect the privacy of the individual by controlling the manner in which personal information is collected, used and disclosed.

#### AUTHORITY FOR COLLECTION

The personal information collected by the Wild Rose School Division on the registration form is collected in accordance with the FOIP Act provisions, notably Sections 32, 33 and 37 pursuant to:

- The *School Act*, including Sections 5, 18, 27, 34 and 44, and its Student Record Regulation, A.R. 213/89, amended A.R. 175/93; and
- The *Canadian Charter of Rights and Freedoms*, Section 23.

#### USE OF INFORMATION

Personal information is recorded information about an individual and includes such things as an individual's name, address, phone number, ethnicity, religion, age, marital status, education, financial, health, employment, medical, criminal or psychiatric history, identification numbers, and anyone else's personal opinions about the individual.

The information collected on the registration form is required in order to allow the Board, through its administrators

- to make decisions in order for it to fulfill its obligation to provide students with an education program that meets their needs
- to provide a safe and secure environment
- to protect the student's rights and,
- to determine eligibility for particular programs and funding available both under the *School Act* and its regulations and through the *Canadian Charter of Rights and Freedoms*.

The information will be made available to

- employees of Wild Rose School Division, its authorized agents and the Board of Trustees within the scope of their roles and responsibilities
- individuals working with the students in schools, and
- Alberta Education on a "need to know" basis.

**Registration information will be used in the normal operation of a school**, including, but not necessarily limited to the following activities:

- identification purposes within the school
- planning and delivering educational programs
- establishing school bus route information
- planning field trips and extra- and co-curricular activities
- display of student work and/or photos within the school and school newsletter
- determining school division grant funding available from provincial and federal jurisdictions.

#### SECURITY MEASURES

Section 36 of the *FOIP Act* requires the Board to take reasonable precautions to avoid unauthorized access, collection, use, disclosure or destruction of personal information. Students' records are maintained at the school level in both manual and computerized form. Access to the information is restricted to authorized school board personnel.

#### QUESTIONS OR CONCERNS

This notice accompanies all school registration forms. If you have any questions about the use or disclosure of the information collected, please contact your school principal or the FOIP Coordinator, Wild Rose School Division, 4912 – 43 Street, Rocky Mountain House, AB T4T 1P4, or call 845-3376 or toll free, at 1-800-771-0537