



Alberta's *Personal Information Protection Act* (PIPA) Release Form For **Parkland Immanuel Christian School**

The purpose of this notice is to inform you about the collection and use of student information by Parkland Immanuel Christian School in Edmonton.

In most cases the information that we are requesting is required under the Education Act. We must provide Alberta Education with specific information on each student. In other instances, the information will be collected and used for activities that will take place throughout the school year. Please understand that we will do our utmost to protect the privacy and confidentiality of the students.

For more information please visit the following websites:

<https://www.servicealberta.ca/foip/documents/faq-school-jurisdictions.pdf>

<http://pipa.alberta.ca/index.cfm?page=faqs/index.html>

If an occasion should arise when you have a concern about how your child's information will be used, please contact the school and we will discuss your concerns.

The following are examples of how personal information may be used for school related activities. In order to assist the school in maintaining a vital and healthy environment, participation of all students is important and encouraged.

For communication with the community/public:

1. The use of a student's name, photograph, or comments about the student in the school newsletter, calendar, website, or other school publication.
2. The use of student names on art work or other creative work or material displayed at the school or at school sponsored displays within the community.
3. The use of student names for recognition purposes on honour rolls, other awards, or at ceremonies within or for the school.
4. Photos of students shared via Instagram (PICS account) and/or the school's Facebook account.

For communication with and between the staff:

5. The use of student names, telephone number, grade, parent's name and related contact information for absenteeism verification, emergencies, field trips and/or other school sponsored activities.
6. The use of student names, address, phone number, parent's name and related contact information for the provision of transportation services.
7. The use of individual, class, or club photos for school purposes and the use of student photos for student records or other identification purposes.
8. The use of photos/videos of classroom or other school activities by the school where the material will be used within the school. (Where individual students are identified or

interviewed and the material will be used outside the school, a separate and specific consent will be required and you will be contacted prior to the disclosure.)

9. The circulation of information on a "need-to-know" basis regarding students who have severe or life-threatening medical conditions.

For communication with governing/support agencies:

10. The use of personal information in order to assist individuals who have been contracted to provide ancillary and support services.
11. The sharing of personal information with the Board of Trustees, when required.

I give permission for the school to use information/photos for my child for all purposes specified above.

Guardian Name

Child's Name

Guardian Signature (s)

Date

** If you have chosen not to give permission, please use the space below to explain specifically your restrictions so we can be sensitive to your concerns.*

My Concerns (describe restrictions you would like followed) include:

Guardian Name

Child's Name

Guardian Signature (s)

Date