

### Background:

The Division recognizes that the jurisdiction is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* and Regulations. The Division believes that access to information is a right of the general public. This right must be balanced by appropriate protection of privacy of personal information. Access to information of the Division will be provided subject to the following principles:

1. Right of access to records
2. Protection of the privacy of an individual's personal information
3. Right of access of one's own personal information
4. Right to request correction of personal information
5. Independent review of decision made respecting access to information

The Division believes the operation of a healthy, vibrant school environment includes school personnel and students being involved in programs and activities in addition to those imposed as statutory duty through the *School Act*. The Division supports, encourages, and legally authorizes information sharing for the following types of programs or activities in schools:

1. Honour Rolls or programs of recognition for students and/or staff
2. Awards Ceremonies for students and/or staff
3. Yearbook programs
4. School to parent newsletters
5. Public events such as Christmas concerts, science fairs, winter carnivals, sports days, graduation ceremony
6. Extra-curricular programs
7. Staff and student photograph displays within the school
8. In-school announcements over intercom or television

### Procedures:

1. The Division will provide access to information consistent with the *Freedom of Information and Protection of Privacy Act* (FOIP) and this Administrative Procedure.
2. The Division expects that records or segments of records identified as personal information must be protected through the efforts of employees making reasonable security arrangements against risks such as unauthorized access, collection, use, disclosure, or destruction.
3. The Principals of each school shall be the site coordinator for the purposes of the *Act*. Site coordinators are responsible to ensure the protection of personal information at their schools and to direct inquiries about disclosure of information to the FOIP Coordinator. Written consent for disclosure of personal information will be obtained from the student and/or parent using the appropriate Form(s) (see Reference section below).
4. Christmas concerts, science fairs, winter carnivals, track and field meets, inter-school athletic competitions and other activities like these will be considered "**public events**". Schools should inform both students and parents that events like these are open to the

public and often have invitations sent to the press to attend. Newspaper personnel and parents will take photos when in attendance. At public events, there is an expectation that photographs may be taken and this is not an unreasonable invasion of privacy. Those who do not wish to participate will be able to exclude themselves from posed photographs. Achievements can and will be recognized within schools as part of school life. This is not considered an unreasonable invasion of privacy.

5. Displaying student photographs in class groups in school corridors or as individuals who have graduated from a school in the school entrance has been traditional in Pembina Hills Regional Division No. 7 schools and is supported by the Division. This is also true for the creation and distribution of yearbooks and award ceremonies and honour roll where individual students are singled out for achievement in their studies. Involvement in high school provincial competitions requires the release of student information to help the provincial organization regulate team eligibility. The *FOIP Act*, Section 40 (c) outlines expectations for the consistent use of personal information by a public body vis a vis consistent use. A public body is allowed to collect and use personal information if that information is necessary for operating a statutory duty or legally authorized program of the public body. If the use or disclosure is consistent with the purpose mandated by law or authorized by administrative procedure, then the public body may use and disclose that personal information for their specified purpose. With such use or disclosure, consent is not required.
6. Staff photographs are at times required for the purpose of profiling operations of the Division. Permission to use staff photographs, other than **public event** photographs, will be collected from the employee (Form 3-50 Consent for Use of Personal Information – Staff/Public).

The staff member will also be given the option of Opting Out of the collection of their personal information to minimize disclosure issues. Consent or opt out measures ensure it is not an unreasonable invasion of personal privacy (e.g. sign in lists, Form 3-50 Consent for Use of Personal Information – Staff/Public).

## Reference

[FOIP Act – Frequently Asked Questions for School Jurisdictions](#)  
[Exhibit Student Permission Forms Flowchart](#)  
[Form 3-46 Student Information – General Consent](#)  
[Form 3-47 Student Information - Specific Consent](#)  
[Form 3-48 Student Creative Work – Copyright Release](#)  
[Form 3-49 Student Participation in Web-Based Communication - Consent](#)  
[Form 3-50 Consent for Use of Personal Information – Staff/Public](#)