



Background

As a public organization, Calgary Girls Charter School will manage information in a manner that supports transparency and public access while, at the same time, protecting the personal privacy of individuals.

Procedures

1. The application of this administrative procedure will be subject to the following principles:
 - 1.1 To allow any person the right of access to the records in the School's custody or control, subject only to those limited and specific exceptions stated in the Act;
 - 1.2 To control the manner in which the School collects personal information from an individual; to control the use that the School may make of that information; and to control disclosure by the School of that information;
 - 1.3 To allow individuals, subject to limited and specific exceptions, the right to have access to the information about them which the School holds;
 - 1.4 To allow individuals the right to request corrections to information about them held by the School; and
 - 1.5 To provide an independent review of decisions made by the School pursuant to the Freedom of Information and Protection of Privacy Act.

NOTE: The independent review process will be through the Office of the Commissioner for Freedom of Information and Protection of Privacy.

2. The Superintendent is designated as the Head for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring that the School complies with the provisions of the Act.
3. The Secretary-Treasurer is the designated Coordinator of the Freedom of Information and Protection of Privacy Act and is responsible for overall management of the Freedom of Information and Protection of Privacy function.
4. The FOIP Coordinator will fulfill his/her duties under the Freedom of Information and Protection of Privacy Act including the establishment of procedures and practices to ensure appropriate administration of the legislation.
5. The Charter Board may charge fees pursuant to the Freedom of Information and Protection of Privacy.
6. The FOIP Coordinator shall provide guidelines on the retention and disposition of records.
7. The School's Registration package and/ or registration process will include the *Collection of Personal Information Notice*, which follows as Appendix A.

Reference:

Education Act s. 52, 53, 54, 65, 68, 222

Freedom of Information and Protection of Privacy Act

FOIP Regulation 200/95



Notice: Collection of Personal Information

The Freedom of Information and Protection of Privacy (FOIP) Act sets controls and standards on how public bodies, such as school boards may collect, use and disclose personal information that is in their custody or under their control.

The FOIP Act requires that school boards collect personal information directly from the individuals (or their guardians) whom the information is about, and that the individuals who collect the information have the legal authority to do so. Further, the person who provides personal information has the right to know why the information is being collected, if the person collecting the information has the legal authority to do so, the intended uses of the information, and a name and contact information if the individual has any questions related to this activity.

Information collected in the school registration process is *personal information* as defined by the FOIP Act. This personal information is collected pursuant to the provisions of the School Act and its regulations (e.g., for the establishment of a student record, determination of residency for funding purposes) and pursuant to section 32(c) of the FOIP Act. The collection is necessary to fulfill a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment. The personal information informs decisions about program placement, eligibility and/or suitability for provincial or federal funding, health related information in the event of problems or emergencies. The Minister of Education has the right of access to the personal information collected and may use the information for the Ministerial purposes such as research, program evaluation, and statistical analysis.

Once the personal information is collected, the School may use it in the following ways:

- The taking of individual, class, team or club photos for School purposes.
- The use of student information, including photos, for the issuance of transit/bus transportation passes and for other identification purposes.
- The videotaping of students on bus transportation for the purpose of safe and secure transport of students to and from school and related activities.
- The use of student's names in awards or recognition events e.g., graduation ceremonies, scholarships or other awards within the School.
- The use of student's 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 a student's behalf.

- The use of student's names, related contact information and telephone numbers for attendance or absence verification.
- The taking of photos/videos of classroom or 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 is required. Please note that photos and/or videos of School activities that are open to the general public may be taken and used for purposes within and outside of the School.
- When works of art or projects by students are displayed outside the school or its property, a copyright release form is required. If the student who created the work is identified by photo, or name, or any other personal information then separate and specific consent is required to display this personal information.