

# Local Authority Freedom of Information Protection (LAFOIP)

## An Information Brochure for Parents and Guardians

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### The Use of Student Personal Information

The purpose of this brochure is to inform you about the collection and use of student personal information by the Saskatchewan Rivers School Division.

In many cases the information is specifically mandated under the Education Act, 1995 such as the information provided when a student is registered. For example, the school division must provide the Ministry of Education with specific information about each student. Certain information may also be required by the Regional Health Authority or other Ministries such as Justice or Social Services. In other instances, student personal information is collected and used for authorized programs and activities that are a normal part of school life. These uses, which are listed below, are a vital part of a healthy and functioning school and participation of all students is very important. However, we realize that there may be occasions where you, as parents or guardians, have concerns relating to the safety of your child with any of these uses of information. **If this is the case, please contact the school office.**

Student information will be used for the following purposes:

- The use of student names in lists for school organizational planning, student assessment, emergency procedures, in managing busing issues, and in coordinating school activities;
- The use of student names, related contact information and telephone numbers for absenteeism verification;
- The circulation of information on a “need-to-know” basis regarding students who have severe or life-threatening medical conditions;
- Mandatory disclosure of both student and parent information to assist the Regional Health Authorities with communicable disease intervention and follow-up (such as vision, speech, hearing, dental, or immunization programs). Lists will be provided to the local health authorities upon their request; and,
- The use of student 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 division applies on a student’s behalf.

## Discretionary use of Student Information

In order for the school or school division to use student information for the following purposes, permission of the parent or guardian must be obtained. **Permission can be granted or refused on the Permission section of the Student Registration Form.**

- The taking of individual, class, team or club photos for school purposes and the use of student photos for student cards or other identification purposes;
- The use of student names on artwork or other creative work or material of students displayed at science fairs, other project displays at school, on a password protected school or school division website and other school related or sponsored activities;
- The use of student names and pictures on honour rolls or citizenship rolls;
- The use of student names and pictures for graduation ceremonies, scholarships or other awards with the school or school division;
- The use of a student's name, photo, and comments in the school newsletter, yearbook, class photo, calendar, graduation publication or other school publications; and,
- The taking of photos or videos of classroom or other school activities by the school division where the material will be used within the school division, or on a password protected school or school division website.

*(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 taking place)*

## More Information

For more information about Local Authority Freedom of Information Protection please contact:

- **Your local school;**
- **The School Division**  
Education Centre  
Saskatchewan Rivers Public School Division  
545 11 Street East, Prince Albert, SK  
S6V 1B1  
Telephone: (306) 764-1571  
Toll Free Telephone (within Saskatchewan):  
1-888-764-1571  
Facsimile: (306) 763-4460  
Website: [www.srsd119.ca](http://www.srsd119.ca)

### **Saskatchewan Rivers Public School Division Administrative Procedure 165**

- **The Saskatchewan Information and Privacy Commissioner**  
503 1801 Hamilton Street  
Regina, Saskatchewan  
S4P 4B4  
Telephone: (306) 787-8350  
Toll Free Telephone (within Saskatchewan):  
1-877-748-2298  
Facsimile: (306) 798-1603  
Website: [www.oipc.sk.ca](http://www.oipc.sk.ca)