BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

Communication Services

Notice of Collection and Use of Personal Information

Consent Form

Dear Parent/Guardian, Student 18+ Years, Staff, Community Members:

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that Boards of Education must adhere to when protecting the personal information of their students. The Act requires that students, and parent/guardians of students under the age of 18, be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same.

Personal Information includes but may not be limited to a student's first and last name, address, telephone number, email address, student number, student's three-letter identification, school name and grade.

During the school year, you or your child(ren) will be involved in a variety of school related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that you and/or your child's personal information **may** be revealed **without notification to you.**

Under the authority of the act, personal information may be disclosed:

- To **volunteers** and **bus operators** for the purpose of making contact during an emergency, such as inclement weather situations, etc.;
- To School Councils for communication purposes;
- With the offices of a Member of Parliament and/or a Member of Provincial Parliament for the purpose of the student receiving a congratulatory letter;
- With the **Health Units,** for the purpose of "establishing and maintaining a school health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act". Medical information may be shared with parent volunteers and bus operators when relevant (i.e. on a school trip);
- **OSBIE** (Ontario School Board Insurance Exchange) in the event of an accident or witness to one;
- **OFSAA** (Ontario Federation of Secondary Athletic Association) for students that express a desire to participate in school athletics.

Third party contractors sign a confidentiality clause that states that personal information disclosed to them may only be used for the purpose that it was collected and no other purpose. Personal information may be shared with third party contracts such as:

- **School Photographers**;
- The **Student Transportation Service – Brant Haldimand Norfolk** and their contracted **Bus Companies**;
- A **Computer Service Company** for the purpose of troubleshooting computer software, specifically the Student Administration Software;
- **Third party providers of online teaching tools** requiring class lists to create student accounts.

Other instances when personal information may be disclosed:

- **Students' work** with their **first name and last initial** and possibly **grade levels**, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newspapers, Board Publications and at the Catholic Education Centre;
- **Class lists** with students' **first and last initial only**, may be distributed to other parents for addressing greeting cards or invitations about Halloween, Christmas, Valentine's Day, birthday parties, etc. ;
- The **media** may be invited to the school to take **video or photographs** and **write articles** about achievements, graduations or special events, as part of the school's communication plan to share newsworthy events that occur at the school and/or Board;

- Student/family names and contact information may be shared with the **local parish** or diocese for the purposes of communicating information such as details of **sacramental preparation**, etc.;
- Students may be **audiotaped, videotaped or photographed by staff for assessment purposes**. All records will be **retained/deleted/destroyed, safely and timely**, in accordance to the Board's file retention guidelines;
- **Photographs and videos of students (with their first names and grade)**, collectively or individually, may be taken by the Brant Haldimand Norfolk Catholic D.S.B. staff and/or professional photographers that have been approved by the Board and may be used in the following manner:
    - **Bulletin boards** that are displayed in the classroom and in school hallways;
    - **School yearbooks**, school newsletters, or for school identification purposes;
    - **During classroom activities**, open house or parents' night, etc.;
    - **Course calendars, presentations** and other **Board and School Publications;**
    - **In local newspapers** and on **local television;**
    - **On the BHNCDSB and school websites, Twitter accounts or other social media accounts (images and possibly first name only);**
    - **On some school buses,** to monitor student behavior.

Internet: Students have been instructed not to disclose personal information over the Internet. Parents should be sure to read the *Electronic Communications and Social Media Use Policy* that can be found on the Board's website and the *Student Information and Communications Technology Use Agreement* that is distributed by the school, and each student is required to sign.

Should you wish to discuss the use and disclosure of your and/or your child(ren)'s personal information, please contact your principal as soon as possible.

We recognize that **parents, guardians or other family members wish to take photos/video of their child(ren) at school events; however, it is important to be aware that any images captured, that include other students and staff, cannot be shared in public or posted on the Internet**, including any social media (such as Facebook, Twitter, etc.) without the **expressed written consent** of the other students' parents/guardians or the staff member in the photo. Similarly, other students' and staff names cannot be shared publicly without expressed written consent.

I have read and understand the information provided on this form. I consent to the use and disclosure of my or my child(ren)'s personal information as described.

Date: _____

Name: _____
*(of Parent/Guardian, Student **over 18**, Staff, Community Member)*

Parent/Guardian Signature: _____
*(Name is **under 18 years of age**)*

Signature: _____
*(Name is **18 years or older**)*

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989.The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)