

Section One: Freedom of Information and Protection of Privacy

Applicants should be aware of the following.

- The information being gathered in the Principal/Vice-Principal Selection Process, through self-assessment, supervisor's assessment, on-site visit and interview, is collected pursuant to The Education Act and The Municipal Freedom of Information and Protection of Privacy Act.
- Any or all of the stated references will be contacted to gather information.
- The information obtained will be used to determine the suitability of the candidate for a Principal/Vice-Principal position with the Waterloo Region District School Board.
- The information obtained will be verified with appropriate personnel.
- Following the completion of the selection process, one copy of all material submitted by the candidate for use of the Selection Committee will be maintained for sixty (60) teaching days by the Chairperson of the Selection Committee. After sixty (60) teaching days, the material will be forwarded to the Superintendent, Human Resource Services, or designate. The Human Resource Services Department will maintain this material for one (1) year following the completion of the selection process unless the candidate is appointed into the 'Selected Leadership Pool', in which case the material will be maintained in the candidate's Human Resource Services file. All other copies of material submitted by the candidate will be shredded.
- Notwithstanding the opportunities for feedback outlined, a candidate, following the selection process, may request in writing access to any records to the candidate's response during the selection process.

Note: The applicant must complete this form before proceeding with the PAR process.

I, _____ consent to the information to appropriate Board employees disclosure of all Principal/Vice-Principal selection process for promotion purposes.

Signature of Applicant

Date