1. Preamble

1.1 The following procedure provides guidelines and expectations regarding the release of student information to photographers.

2. General

2.1 Photographers may approach schools with various requests pertaining to the release of student information that resides in our corporate database. The main purpose for accessing this information is to expedite the identification of the student photographs, which may be used to merge with digitized images.

2.2 To assist schools in providing this information, staff in I.T. Services have developed a password-protected extract from the Trillium Report Centre for school photographers which provides minimal student information. “Sheltered” students are excluded from the extract by default, but this can be over-ridden, if desired. Photographers must sign a confidentiality agreement before the information is to be provided.

2.3 Instructions on how to create the extract are provided by I.T. Services staff. If you have any questions regarding the instructions, please contact the IT Service Desk at https://itservicedesk.wrdsb.ca. It should be noted that there is no obligation to provide this information. The decision is at the discretion of the school’s administrator(s) or I.T. Services staff. It is important that the information contained in our corporate database remain privileged.

2.4 Other outside requests for student information should be directed to the Freedom of Information, Privacy and Records Information Management Officer at ext. 4409.