IS-18-L

NOTIFICATION AND PERMISSION FOR THE USE OF STUDENT PERSONAL INFORMATION

Dear parents/guardians and adult students (age 18 or older), please complete the following information about you/your child:

Student's First/Last Name	Grade	Classroom/Homeroom Teacher

School boards collect and use personal information about students in order to provide educational services. This is done under the authority of the Education Act and in accordance with provincial privacy legislation. The following uses of your/ your child's personal information require specific consent from you.
Please read the following information, check the appropriate boxes, and return the form to the classroom/homeroom teacher as soon as possible.

Use of student images (i.e. photos, video or voice recordings)
From time to time, school activities such as student learning and collaboration, projects, plays, athletics and presentations are recorded by students, by school staff, or by central Board staff to highlight some of the school initiatives and programs happening in our schools. These recordings may be posted on the board or school websites and social media accounts, or on other board-approved platforms. Please note that these images may be used beyond the current school year.

I give permission for my/my child's photo or video or voice recording to be used for the purposes identified above. ☐ **Yes** ☐ **No**

Use of student information for specific school related purposes
Specific student information may be used by the school, or provided to volunteers or families, to administer specific school related programs and services. Only the minimum information required to provide services will be provided. Examples of this use would include: providing child's name and home telephone number to other members of certain school clubs, groups or specialty programs; sharing child's name, parent's name and telephone number with school council members.

I give permission for my/my child's information to be used for the specific school related purposes identified above. ☐ **Yes** ☐ **No**

Authorization and Consent
I confirm that I am the student's parent/guardian or an adult student. I understand that I may amend my approval at any time during the school year.

Parent/guardian/adult student (over 18) name _____

Parent/guardian/adult student (over 18) signature _____

Date _____

There are also general uses of student's personal information that do not require special permissions. The Notification of General Uses of Student Personal Information guideline is posted on the Waterloo Region District School Board website (www.wrdsb.ca/release) and outlines how you/your child's personal information is routinely used for an educational or consistent purpose in accordance with provincial legislation.

Parents and guardians of students under the age of 18, or adult students over 18 must be informed of how personal information is used, and give their permission for specific uses. The *Education Act* authorizes school boards to collect personal information for the purposes of planning and delivering educational programs and services and for reporting to the Ministry of Education as required. Questions regarding the collection, use, access, disclosure and retention of personal information or the Municipal Freedom of Information and Protection of Privacy Act should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board at 519-570-0003 ext. 4409.