



Collection and use of personal information

The Sturgeon School Division collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information.

Below are some **examples** of how and where personal information may be used. This list is not intended to be all-inclusive.

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| <ul style="list-style-type: none">• use of student's name and related contact information for absenteeism verification;• use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook or an internal website;• the taking and use of individual, class, team, club or school videos and photos within the school internal school purposes; | <ul style="list-style-type: none">• use of student's name on artwork or other material to be displayed at the school or another Sturgeon School Division site;• use of student's name on lists such as honour rolls, scholarships or other awards within the school or school division;• managing and validating school passwords and email accounts;• sharing information with Alberta Education. |
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In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, The Sturgeon School Division is authorized and **required** under the provisions of the *Education Act* and its regulations to collect, use and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students.

The Sturgeon School Division uses Google Apps and Microsoft 365 for Education allowing all students and staff to communicate and collaborate. Any emails, documents, presentations or files created in Google Apps and Microsoft 365 for Education is stored on servers located outside of Canada and subject to foreign laws.

Please note: photos or videos of students attending or participating in school activities (e.g.: sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. The Sturgeon School Division cannot control or prevent the further distribution or use of these photos, videos, images or other personal information.

When student information is used by the school or the school division for purposes beyond educational programming and student safety, the FOIP Consent Form must be signed and returned to the school.

Please contact the FOIP Coordinator at 780-939-4341, if you have any questions or concerns regarding the collection or intended uses of this information.