

FOIP Agreement 2024-2025



The **WES Before & After School Program** is collecting personal information about you and your child with our online Student Registration Form. This personal information is necessary to provide an educational program for your child and ensure a safe school environment for all students and staff.

Some of the ways the **WES Before & After School Program** may use personal information are listed below.

The Information and Privacy Commissioner's office states that the **WES Before & After School Program** does not require written consent from you to:

- Use a student's name, related contact information, and telephone numbers to check on a student who is absent.
- Take and use individual, group, or program videos/photos within the program.
- For internal program purposes as part of the delivery of educational programs or services (not for external uses such as websites or brochures).
- Use a student's name on artwork or material to be displayed at the program/school.
- Use a student's name on lists such as class rosters, recognition, other awards within the program/school.

This is not a complete list, but it gives some examples of how the personal information may be used. Photos and videos may be taken by members of the public during such times as outdoors on the playground. The **WES Before & After School Program** cannot control or prevent the further distribution or use of these photos, videos, images, or other personal information.

Written consent is required to use a student's personal information for any purpose other than educational programming or the safety of students and staff. Written consent can be revoked at any time by notifying the Program Director in writing. Please refer to the below FOIP Consent Form.

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, WES Before & After School Program is authorized and required under the provisions of the Early Learning and Child Care Act and its regulations to collect and use the personal information to provide a child care program and ensure a safe and secure child care environment for students.

Under Section 39(1) of the FOIP Act, the WES Before & After School Program may use personal information only (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose; (b) if the individual the information is about has identified the information and consented, in the prescribed manner, to the use; or (c) for a purpose for which the information may be disclosed to that public body under section 40, 42, or 43. Another use of personal information requires written consent. If no written consent is obtained, the personal information cannot be used or disclosed.

Please note that the signature on the student registration form does not indicate consent for the use of this information. If you have questions or concerns regarding the collection or intended uses of this information, please contact the Program Director.

Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (that information relates directly to and is necessary for an operating program or activity of a public body). This information will be used to provide a child care program and ensure a safe and secure child care environment for students.

If you have any questions about the collection, contact the Program Director, 220 Brent Blvd., Strathmore, Alberta T1P 1K6 or 403-499-9324.

WES Before & After School Program FOIP Form

FOIP Consent Form It has become common practice for our students to be working to gather information, connect to other learners on projects and share their work or activities. Your child's name and image could appear on the WES Before & After School Program's website, and/or other social media sites and your consent is required. Consent can be revoked at any time by notifying the Program Director in writing. The following are examples where written consent is required:

- Use of a student's name, photo, or video in external publications (such as a program website, local newspaper or media or a promotional brochure).
- Use individual, group, or program videos/photos that are taken within the program/school community on the program's external website or for marketing purposes.
- Use of a student's name on artwork/material to be displayed in the community.
- Video or audio recordings posted online (may include technologies such as social media and other emerging technologies).

Choose one of the following to indicate your voluntary consent for your child:

- I do not give consent for my child's information such as photographs, awards, prizes, newsletter information, lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements, and promotional materials to be used by my child's child care program, WES Before & After School Program.
- I consent for my child's information such as photographs, awards, prizes, newsletter information, team lists, assignments or projects, art work, video and/or audio recording, interviews, school publications, advertisements, and promotional materials to be used by my child's child care program, WES Before & After School Program.

Note: The WES Before & After School Program cannot control how the information may be distributed, including print, broadcasts, photographs, and the Internet (for example, websites, online video and social media).

Note: The WES Before & After School Program will not approve any provincial or national public media interviews involving students without the express consent of parents.

I, being the parent/legal guardian of the student named below, have read and understand the information provided.

Student's Name: _____ **DOB:** _____

Parent/Legal Guardian Signature(s) #1: _____ **Date:** _____

Parent/Legal Guardian Signature(s) #2: _____ **Date:** _____

Note: Only persons having legal guardianship of the student may sign this consent form as parent or legal guardian.