

## ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

**Notice must be sent home in September package annually.**

## Student Personal Information Collection/Use/Disclosure Notice

The information collected during the school registration process is personal information as referred to in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and is collected pursuant to the provisions of the Education Act.

The Education Act sets out the duties and powers of the board and authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. It also requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario and follows students when they transfer schools.

Under the MFIPPA, personal information may be used or disclosed by the Waterloo Catholic District School Board (WCDSB):

- For the purpose for which it was obtained or a consistent purpose (a purpose consistent for the reason collected).
- To board officers or employees who need access to the information in the performance of their duties if necessary and proper in the discharge of the board's authorized functions.
- To comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency; and, in compelling circumstances affecting health or safety (providing notice of the disclosure is sent to the student's home).

It is our practice to include a notice statement on forms used to collect personal information to advise you how we will use and disclose the information. The following are routine uses and disclosures of student personal information:

1. The student's OSR will be used by authorized school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counselling, student success, etc.
2. WCDSB Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.
3. WCDSB Secondary schools will share information about each student's progress throughout secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.
4. WCDSB Schools will share limited information with St. Louis International Language School program to ensure student safety.
5. Student contact/emergency information and Critical Medical Alert information will be released to the Student Transportation Services of Waterloo Region (STSWR) and the contracted bus companies responsible for transporting students in order to administer the Board's contracted transportation program.
6. Phone numbers will be used on emergency telephone lists. Examples include: emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather); safe arrival programs, which may be staffed by parent volunteers, to contact parents where a student is absent and the parent/guardian has not notified the school of the absence.
7. Student information may also be shared with medical responders or the hospital in the case of a medical emergency.
8. Student information may also be shared with the Region of Waterloo Public Health Dept., Waterloo Region Family and Children Services or as required by law.
9. Information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act.
10. Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.

11. Student accidents that take place during school or on school-sponsored activities will be reported to the Board insurer. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.
12. Birthday congratulations may be announced over the PA system and/or in the classrooms.
13. Class lists with student first names and last initial only may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.
14. Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program and for assessment purposes.
15. Contracted photographers will take individual and class photos of students. These photos will be used for administrative and archival purposes, on student cards, in school yearbooks and will be offered to parents for purchase.
16. Local or Provincial Athletic Associations for sports team eligibility (e.g. District 8, CWOSSA, OFSAA).
17. Post-secondary Application Services for students applying to post-secondary education (e.g. Ontario College Application Service (OCAS) and/or Ontario University Application Centre (OUAC)).
18. Student names and/or photographs may be printed in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignments) and in school yearbooks (print & digital).
19. Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders.
20. Indigenous ancestry information of First Nation, Métis and Inuit students who chose to voluntarily, self-identify will be used to allocate resources, improve student learning and student success, and to offer individualized supports and opportunities to students and families. Indigenous information will also be reported to the Ministry of Education and the Education Quality Accountability Office (EQAQO).
21. As a part of 21st Century Learning, students will be using tools in the classroom that have been approved by the Ministry of Education which include; Google APPS for Education (G-Suite), Desire2Learn (D2L), Microsoft Office 365, Compass for Success, Career Cruising, My Blueprint and Hour Republic. Within these environments students may use wikis, blogs, podcasts, video conferencing and surveys.
22. Students will be provided with a Gmail account in accordance with board guidelines.
23. If appropriate, appropriate information will be shared with the WCDSB Newcomers Centre, Interpreters and Settlement Workers.

**Student Image, Video or Voice Recording Including Media Use (Form APC023-02F)** will be used for the following purposes only when consent is provided:

- School activities such as projects, plays, athletics and presentations may be photographed or recorded by school or board staff and reported in school and Board newsletters, and/or social media websites including Twitter, Facebook, and YouTube and on school and Board websites. Individual students will only be photographed and identified with appropriate consents.
- When the media, such as newspapers, television and radio, are invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events. Their reports may include non-identifying photos of groups of students.
- Parents/guardians/adult students must be aware that when students participate in extra-curricular or non-compulsory activities on or off school grounds, the school principal is unable to control or prevent any media exposure, photographs or recordings which may occur.
- Our students and staff enjoy opportunities to share some of their activities with parents and the school community through teams, clubs and special events. We ask that families use their discretion when taking photographs or videos at school events and consider the privacy of other students who may be also present in those pictures. We would appreciate if families not upload images of students other than their own to the Internet (e.g. YouTube or Facebook).

**Note:** If you have any concerns regarding the release and sharing of the information, please speak directly to your school principal. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.