



Collection and use of personal information by Peace Wapiti Public Schools

Peace Wapiti Public School Division (PWPSD) 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:

- use of student's name and related contact information for absenteeism verification;
- the taking and use of individual, class, team, club or school videos and photos within the school for internal school purposes;
- use of student's name on artwork or other material to be displayed at the school or another PWPSD site;
- use of student's name on lists such as honour rolls, scholarships or other awards within the school or school district;
- managing and validating school passwords and email accounts;
- sharing information with Alberta Education.

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, PWPSD is authorized and required under the provisions of the *School 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.

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

Individual schools may use third party apps to enhance the educational experience of their students. Schools will advise parents of which apps are being used at their school and how the personal information of students may be used is compliance with PWPSD's [Information Security Procedure](#).

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. PWPSD 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 district for purposes beyond educational programming and student safety, the appropriate FOIP Consent Form must be obtained.

Please contact the school principal if you have any questions or concerns regard intended uses of this information.