

## Security Measures

Information acquired through the school registration form and process is kept secure and access is restricted. Registration forms will be kept in locked file cabinets in a secure area of the school.

The Division utilizes a computerized Student Information System to maintain student records; accordingly, the information provided is entered into the computer system at the school level. Access to information in the computer is restricted by password protection.

If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matters of access or privacy, please feel free to contact:

Canadian Rockies School Division

Dave MacKenzie  
FOIPP Coordinator  
P.O. Box 748  
Banff, AB, T1L 1K1  
Phone: 403-762-7242  
Fax: 403-762-8271  
Email: dmackenzie@crps.ab.ca

Canadian Rockies School Division

## The Freedom of Information and Protection of Privacy Act



## School Registration Information

Canadian Rockies School Division

## Collection and Use of Information

### *What Information is Collected and Why*

The Division collects information with respect to registration under the authority of the School Act. The information collected will be used for education program purposes such as placement in appropriate grades and courses, determination of eligibility for Department funding, contact information and record of health status in cases of problems or emergencies, etc.

### *How the Information Collected May be Used or Released*

The information will only be released if permitted under the School Act or the Freedom of Information and Protection of Privacy Act, or if written consent of its disclosure is obtained.

Each year information will also be provided to the Department

of Education with respect to the enrollment and funding process.

Personal information of students, collected by the registration process or subsequently, is also used in a variety of ways to enable school activities to occur and as part of normal school community interaction. These include the taking of individual or group photos, the use of names, photos or descriptions in school calendars, annuals, newsletters or other communications, the use of student names for honour role or other awards, etc. If you have any safety concerns with such uses, please contact the School office; if you have any questions with respect to the FOIPP Act and its provisions, please contact the Division's FOIPP Coordinator.



## Student Registration



The Freedom of Information and Protection of Privacy Act came into effect

for school boards on September 1, 1998. The *Act* has two fundamental purposes. It provides a **right of access to records** under the custody or in the control of public bodies, including local public bodies. As well, it establishes controls on the collection, use, disclosure, protection and retention of personal information held or controlled by these same bodies in order to **protect the privacy of individuals**.

The objective of the Act is to make information in public institutions more available as well as to protect individual privacy by:

- giving the public a right of access to records;
- giving individuals a right of access to, and a right to request correction of personal information about themselves;
- specifying limited exceptions to the right of access;
- preventing the unauthorized collection, use or disclosure of personal information by public bodies, and;
- providing for an independent review of decisions made under the Act.

### *Access to Information*

Students and parents/guardians of students may access records kept by the school on the student by making arrangements with the School office. Access to, and, if necessary a copy of records will generally be granted for all records kept, except when the personal privacy of others is involved. The Act also provides for the right to have information



corrected.

Students, parents/guardians, employees and the



public have a right of access to other records in the Division, subject to restriction as to personal privacy and other limited areas.

Information that is routinely available may be released without a formal request. However, in some instances a written request must be made under the Act.

### *Protection of Privacy*

An individual's personal information belongs to them and they have a right to privacy.

Personal information is defined as recorded information about an identifiable individual and includes such things as an individual's name, address, phone number, ethnicity, religion, age, marital status, any identifying number or symbol, education,

employment, medical or psychiatric history, and anyone else's personal opinions about the individual.

To ensure the protection of individual privacy, the Act establishes strict standards governing how the information is collected and how it is used. For example, there must be legal authority to collect personal information and, except under limited circumstances, personal information must be collected directly from the individual.

Procedures and controls must be in effect to ensure accuracy of personal information and that personal information is used only for the purpose for which it was collected or for a consistent purpose.

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