



The Calgary Board of Education collects personal information pursuant to the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and under Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information is defined in Section 1(n) of the *FOIP Act* and includes an individual's:

- Name, address, telephone number;
- Birthdate, age, gender, race, national or ethnic origin, religious beliefs, family status, marital status, identifying number assigned to individual, health information including information about a mental or physical disability;
- School, program, grade,
- Photos, audio/video recordings
- Educational history
- Anyone else's opinion about the individual
- The individual's personal view or opinions, except if they are about someone else

The Calgary Board of Education collects, uses, and discloses personal information that is necessary for the operation of a school board in order to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under their administration (e.g. research, statistical analysis). The school will contact parents/guardians on the occasions when consent is appropriate.

The following are some **examples** of how personal information may be used by the CBE.

- Student records, Report cards
- Student identification cards, library cards
- School yearbooks
- School newsletters
- Field trips
- Parent/guardian contact for absenteeism, emergencies, etc.
- Transportation services
- Classroom or program assignment
- School sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, displays at schools or school district sites
- To determine eligibility or suitability for an honour, award, scholarship, athletic program, etc.
- Law enforcement and or matters relating to safety and security

Please note: Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), that are open to the general public, may be taken by CBE staff, the public-at-large, including journalists, reporters, videographers and other members of the Media and used for purposes within and outside the school or school district. The CBE cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information.