



## Calgary Board of Education School District Use of Personal Information

The Calgary Board of Education is subject to 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 as allowed under the *FOIP Act*. The following are **examples** of how personal information may be used by the CBE.

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

The school will contact parents/guardians on the occasions when consent is appropriate.

***Please note: Once photographs, student names and other identifying information or student work are released in any public forum, the Calgary Board of Education cannot control or prevent the further distribution or use of the material by those who access the information.***

If you have any questions about the collection and/or the intended purposes of your personal information, please contact the school principal or the CBE FOIP Office at foip@cbe.ab.ca, or by mail to The Calgary Board of Education, 1221 – 8 St. SW, Calgary AB T2R 0L4.