



## Consent for Use of Student Information by News Media and Outside Groups (Third Party)

### Please complete and return to the school.

News media outlets (TV, radio, print publications) and other organizations (third parties) may visit school throughout the year to report on school programs, activities and achievements. This is done with permission from school administration and is supervised by The Calgary Board of Education (CBE) staff. Parents will be notified whenever third parties will be attending or have attended events or activities. Information gathered at these events becomes public and may be published, broadcast, sold to other media outlets or posted on websites and social media sites by the third party. CBE cannot control or prevent the distribution or use of student personal information once it is made public.

Parents are asked to sign this form for either decision. If parents consent to this use of student information, they are agreeing that some of their child's personal information (image, first name, initial of surname, grade, and/or school name) may be shared with third parties at school events, activities or non-public events when third parties have been invited, including media.

Parents or independent students are under no obligation to provide consent; it is their voluntary decision to do so. If you do not sign this form, this indicates that consent was NOT given.

Decisions on consent can change any time throughout the year. You may withdraw your consent or decide to provide consent by notifying the school principal in writing. The change to consent will be effective going forward from the time the notification is received.

CBE is unable to control who is taking recordings at public events. Public events include such activities as school assemblies, performances, field trips and sporting events.

**If you have any concerns about this form, please contact the principal at your child's school.**

### Consent for Release

**Consent is valid for one school year only.**

- ☐ I give The Calgary Board of Education consent to include my child or me in the media/third party coverage as described above.
- ☐ I DO NOT give consent for my child or me to participate in media/third party coverage as described above.

\_\_\_\_\_  
**Print Name of Student**

\_\_\_\_\_  
**Name of School**

\_\_\_\_\_  
**Print Name of Parent or Independent Student**

\_\_\_\_\_  
**Signature of Parent or Independent Student**

\_\_\_\_\_  
**School Year (20XX – 20XX)**

\_\_\_\_\_  
**Date of Signature (YYYY-MM-DD)**

Authorization for Collection of Personal Information. Personal information is collected under the authority of the *Education Act* and the *Protection of Privacy Act* (POPA). This information will be used to manage student personal information. If you have any questions regarding the collection of this information, contact the school principal.

## Frequently Asked Questions

### Why is consent required?

The sharing of student personal information in ways that identify the student is governed by the *Protection of Privacy Act* (POPA) and requires The Calgary Board of Education (CBE) to obtain permission under certain circumstances. CBE requires parental or independent student consent for CBE staff to share student information for educational purposes, outside of CBE. Examples of this include posting student work or images on CBE websites, school social media pages. This consent is provided on the “Consent for CBE Use of Student Information” form.

CBE also requires parental or independent student consent to allow third parties (such as media or business partners) to photograph, video or interview students at CBE non-public events. This consent is provided on this form.

### How long is my consent valid for?

Parental or independent student consent is gathered annually and is valid for the current school year only.

### What happens if I change my mind regarding consent?

Parent or independent student consent can be withdrawn at any time during the school year. This must be done in writing to the school principal. Please keep in mind that once personal information, images or student work are released in any public forum, CBE cannot control or prevent further distribution or use of the material.

Parents or independent students can also change their mind to provide consent during the school year. If you change your mind and wish to provide consent during the school year, it must be done in writing to the school principal.

### What happens when the media comes to school?

If your child has consent, they may be recorded by the media. If you have not provided consent, your child will not be allowed to be recorded or approached by the media on CBE property.

