



CALGARY BOARD OF EDUCATION

Administrative Regulation 1065 - Forms Management

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Preamble Efficient collection and management of information by schools and service units will support the mission of the Calgary Board of Education by ensuring that corporate resources are focused on teaching and learning.

By ensuring that paper and electronic forms are in compliance with the Freedom of Information and Protection of Privacy Act, the Calgary Board of Education supports students, parents, employees and other individuals to know what personal information is collected about them and how this information is used.

Purpose 1 The purpose of this regulation is to set out parameters for the development of hard copy and electronic system forms used throughout the Calgary Board of Education.

Definitions 2 In this regulation,

(a) “system form” means a form used outside of or beyond a school or service unit.

Standards 3(1) All system forms must be

(a) identified as Calgary Board of Education forms with the Calgary Board of Education logo in the upper left hand corner;

(b) identified with the name of the originating area and the developed or revised date above the Calgary Board of Education logo in the upper left hand corner;

- (c) identified with a “Form Title” and “Service Unit Name” or other name if applicable in the appropriate font and font size as indicated in the CBE Forms Template;
 - (d) designed to fit onto standard letter size or legal size paper so that they can be printed on any Calgary Board of Education printer; and
 - (e) available in Microsoft Word format.
- (2) A form template with suggested format, font and font size is provided for use in developing forms.
 - (3) The originator of any form is responsible for its content, maintenance and revision and deletion as appropriate.

FOIP and personal information

- 4(1)** It is recommended that all forms collect the minimum amount of personal information necessary.
- (2) Any form collecting personal information must
 - (a) comply with the Freedom of Information and Protection of Privacy Act; and
 - (b) when collecting information directly from an individual, contain a Freedom of Information and Protection of Privacy notice that
 - (i) identifies the legal basis for collection of information,
 - (ii) the intended uses of the information, and
 - (iii) provides the title, business address and telephone number of the person who can respond to questions about the collection of the personal information.

Form location and changes to forms

- 5(1)** All system forms must be available in internal Calgary Board of Education public folders and in other locations as required.
- (2) If a system form is changed or is revised, then the originator of the revised form must make the form available in internal Calgary Board of Education public folders and in other locations, as soon as possible, and, if necessary, send an all-users or selected users e-mail Calgary Board of Education staff advising them of the change.

Approved: June 11, 2003
Effective date: July 1, 2003

References

- Legal References:**
- Freedom of Information and Protection of Privacy Act, R.S.A. 2000 c. F-25, sections 33-35 and 38-41
 - Freedom of Information and Protection of Privacy Regulation, A.R. 200/95, section 6
 - School Act, R.S.A. 2000, c. S-3
- Alberta Learning References:**
- FOIP Guidelines and Practices (2002) Manual, Chapter 9.4, Reviewing Forms and Other Collection Instruments, pages 301 - 305
- Governance Policy References:**
- Ends: Educational Ends
 - Executive Limitations: EL1: General Executive Constraint, EL2: Treatment of People; EL 8: Asset Protection
- Calgary Board of Education References:**
- Calgary Board of Education Stationery/Graphic Standards booklet (CS-007 91/02)
 - Guidelines on Developing FOIP Compliant Forms (FOIP Office)
- Contact Person:**
- For forms: Director of Business Operations
 - For collection of personal information and Freedom of Information and Protection of Privacy: FOIP Coordinator
 - For graphic standards: Print/Design Coordinator
 - For SIRS: Supervisor, Student Data - SIRS



Calgary Board of Education

Form Title (15 pt. Arial Black)

Service Unit Name or Originator/Date (12 pt. Arial Black)

[Information Line(s) for Form completion and Mailing instructions (2 lines if necessary).]

Information for layout

[Collection of Personal Information Statement: A FOIP statement must be included when collecting personal information directly from an individual. The following wording may be customized for your forms. If you have any questions about the FOIP statement please contact the FOIP Coordinator.]

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP) [add any legislated authority applicable in addition to FOIP such as the School Act]. This information will be used to [state known purposes]. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the collection, contact [state title, business address and phone number of the person who can respond to questions.]

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