

805.6 Access to Information

Information must be disclosed and protected in accordance with the Freedom of Information and Protection of Privacy Act, the School Act, other provincial and federal statutes and these procedures.

1. Information Disclosures relating to:

- 1.1 student records (cumulative and confidential) shall be in accordance with Policy 609.5 Student Records;
- 1.2 records specific to the tendering, proposal or quotation process shall be in accordance with the guidelines stated in Exhibit 805.6.A Access to Information. Upon request, an executive summary will be prepared and distributed by Business Affairs at the end of the tendering or quotation process;
- 1.3 general records, not included in 1.1 or 1.2, shall be in accordance with the established guidelines;
- 1.4 records not identified in 1.1, 1.2 or 1.3 shall be referred to the school principal or FOIP Co-ordinator.

2. Information Disclosure Consent Forms

The following consent forms are to be utilized prior to the disclosure or release of information and/or records not authorized under the School Act:

- 2.1 School Council Consent (Part of Registration Package)
This form must be used to obtain consent for the disclosure of School Council members personal information to outside agencies, the media and the general public.
- 2.2 Normal School Information Disclosure (Part of Registration Package)
This notification is part of the student registration process and will permit staff to disclose and release information within the conditions stated in the notification. The Alberta Health Services, and school council consents must be completed prior to any information disclosures to the Alberta Health Services, and/or school council. The information disclosure is limited to the conditions specified in each consent.
- 2.3 Media Consent (Part of Registration Package)
This consent form must be completed prior to permitting the Media to publish or broadcast a student's image. This consent is only valid for the school year in which it was signed.
- 2.4 Internet Information Disclosure Consent (Part of Registration Package)
This consent form must be completed prior to posting student information on the school or Division's web page on the internet.
- 2.5 Form - 805.6.10 – Oath of Confidentiality
This form, or one similar, should be completed by all volunteers working in the Division.

- 2.6 Form - 504.8.1 – Student Interview Request
This form must be completed when a student is to be interviewed by a social worker, probation officer or a law enforcement agency (police).
- 2.7 Form - 805.6.13 – General Release of Information
This form must be completed prior to the release of information contained within the student record to individuals or agencies not permitted access under the School Act. In addition, this form may be utilized to obtain consent for the Division to access student personal information from external agencies or individuals.
- 3. Information Disclosure Notifications
The following notifications will be utilized to notify parents and students of information disclosures in accordance with Section 37 (a) of the Freedom of Information and Protection of Privacy Act.
 - 3.1 Exhibit 805.6.D Athletics Notification
This notification shall be distributed at the beginning of athletic season to the student athletes and their parents. If completed, it will permit staff to disclose and release information within the conditions stated in the notification.
 - 3.2 Exhibit 805.6.E Performing Arts
This notification shall be distributed at the beginning of performing arts activity to the student artists and their parents. If completed, it will permit staff to disclose and release information within the conditions stated in the notification.
- 4. Formal Request for Information Under the FOIP Act
The processing of a formal request for information under the Freedom of Information and Privacy Act shall be in accordance with the Province of Alberta FOIP Guidelines and Practices Manual.
 - 4.1 Exhibit 805.6.G FOIP Request Fee Schedule

M. Clewes
Superintendent of Schools
6-Nov-01