NOTICE OF COLLECTION AND USE OF PERSONAL INFORMATION (UNDER PART 1 OF THE PROTECTION OF PRIVACY ACT (POPA))

Red Deer Public Schools (the Division) collects personal information that relates directly to and is necessary for various operating programs and activities of the Division; and to fulfill its mandate of providing students with an education program in accordance with its obligations under the *Education Act* and its regulations.

In addition to personal information provided on registration forms, the Division may take recordings of students or student work at school or school related activities that form part of the educational program of the Division. Such recordings include digital, photos, film, video, audio and emerging technologies.

The following are examples of ways in which personal information may be used by the Division:

- Establish a student record and determine residency
- Determine program placement, determine eligibility and/or suitability for provincial or federal funding
- Provide information to other Government of Alberta Ministries for research and/or statistical analysis
- Feature a student in the school calendar, newsletter, yearbook, or other school publication
- Recognize students and their creative works through display or performance at school
- Acknowledge students in class lists, honour rolls, graduation ceremonies
- Determine student eligibility or suitability for awards or scholarships, in the event that the Division applies on the student's behalf
- Contact students or their parents or emergency contacts
- Verify absences
- Provide transportation services
- Provide identification cards
- Offer assistance to students encountering medical and/or emergency situations
- Provide video surveillance on school premises, as governed by Division Administrative Procedure 181 – Video Surveillance
- Provide Division authorized satisfaction surveys
- Take individual, class, team or club photos for school purposes

- Take recordings of students engaged in classroom or other school activities
- Allow media or other organizations into schools, under the supervision of school personnel, to film classrooms and students, where students are not interviewed or identified by name or face.
- Use of student names in Division e-mail accounts for individual students (e.g. John.doe@rdpsd.ab.ca)

Events that are open to the general public are considered public events, and the Division cannot control or prevent the further distribution or use of photos, videos, images or other personal information obtained by those who attend.

This notice is provided to you for information only and is not an all-inclusive list. These activities contribute to a healthy and functioning school, and students' participation in these activities is viewed as an important component of their education. Written consent for your child to participate in these activities is not being requested. However, if you have concerns regarding the collection or use of such information, please contact the Principal of the school that your child attends.

Questions or comments regarding the manner in which information is collected and used by the Red Deer Public School Division may be addressed to the **Privacy Officer** at, **Red Deer Public School Division No. 104, 4747 – 53 St., Red Deer, AB, T4N 2E6 (403-343-1405)**

Approved: September 10,, 2008
Reviewed/Revised: May 5, 2017
December 11, 2019
August 8, 2025

Reference: Education Act
Access to Information Act
Protection of Privacy Act