

# Personal Information Consent Form

Please read, complete, sign and return this form to your child's school.

請去您孩子學校的校務處拿取此文件的中文版本。 ਇਸ ਲਿਖਤ ਦਾ ਪੰਜਾਬੀ ਰੂਪ ਚੁੱਕਣ ਲਈ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਬੱਚੇ ਦੇ ਸਕੂਲ ਦੇ ਦਫਤਰ ਵਿਚ ਜਾਓ।

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Last Name (Print) First Name (Print)  
School: \_\_\_\_\_ Division/Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_

The Richmond School District is committed to protecting student privacy. We want to inform you about what forms of communication we use and seek your consent to allow the use of some personal information.

## Section 1: Use of Student Information

Student information that might be used in publications and services include student names, photographs, videos, sound recordings, and samples of student work. In all cases, student contact information such as phone numbers, addresses, email address, etc. will NOT be used in any publicly accessible publications and services.

### SCHOOL AND DISTRICT PUBLICATIONS AND WEBSITES

Staff and students create and publish a variety of materials that highlight school activities, school programs and personal accomplishments. We require your permission to include student information in these materials. Please note that internal sites are also protected by a user ID and password and are not accessible to the public. If you do not provide consent, the student **will not be included** in publications such as:

- Student yearbook
- Grad composite photos
- Accomplishments/samples of their schoolwork
- Newsletters, presentations and reports

I give consent:

Yes:

No:

### NEWS MEDIA

The school and school district occasionally receive requests from the news media to interview, photograph or video individuals or groups of students. Additionally, news media sometimes attend school functions to publicize athletics, arts or school events. Your permission is required to include student information in these news stories.

**Please note:** Staff cannot control news media access and photos/videos taken by the media and the general public at public locations. Public events are outside provincial and federal privacy laws for public bodies.

I give consent:

Yes:

No:

### SCHOOL AND DISTRICT-MANAGED SOCIAL MEDIA

The school and school district use social media to improve how we communicate information, news and special events to students, parents and the community. The personal information of students that are posted on these platforms can include, but is not limited to, photographs, videos and names. Your permission is required to include student information on social media.

I give consent:

Yes:

No:

# Section 2: Use of Parent Contact Information

## DISTRICT USE

The district would like your consent to send important electronic communication such as district and board updates. This communication may also contain promotions such as:

- Class field trips
- The sale of yearbooks, student pictures, uniforms, supplies, events & performances, etc.
- Band instrument rentals
- Student program fees
- School and PAC fundraisers

I give consent:

Yes:   
No:

## PARENT ADVISORY COUNCILS (PAC) AND OTHER ORGANIZATIONS

PAC, or others responsible for organizing school or district-related activities, fundraising activities, and meetings may like to have contact with parents. The district requires your consent to provide these groups your name, home address, phone number, and/or email address. Your personal information will not be disclosed for business or commercial purposes.

I give consent:

Yes:   
No:

## SIGNATURE FOR CONSENT AND ACKNOWLEDGEMENT

Consent or non-consent provided is valid from the date this form is signed until September 30 of the following school year or if a revised signed consent form is submitted, whichever comes first. You may resubmit a revised consent form to your school at any time should you need to change your consent. Students attending a secondary school must also sign this form. Elementary students do not need to sign this form.

I am the parent/guardian of the student named above, and confirm that I have made the choices above regarding the use of personal information.

Parent/Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Last, First (Print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Last, First (Print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information is collected by School District 38, Richmond, under section 27(b) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used insofar as it relates directly to and is necessary for a program or activity of the district. Should you have any questions about the collection of this personal information, please email [educationoffice@sd38.bc.ca](mailto:educationoffice@sd38.bc.ca).