

RIMBEY CHRISTIAN SCHOOL SOCIETY

Personal Information Protection Act (PIPA)

Bill 44, the *Personal Information Protection Act*, was passed by the Alberta Government last fall and came into effect for independent school boards on January 1, 2004.

AISCA (Association for Independent Schools and Colleges of Alberta) has provided us with the following overview:

In brief, PIPA requires independent schools to protect and manage all the personal information that they hold according to standards that protect individual privacy.

Personal information is any information about an identifiable person. It includes information about a person's home location, contact numbers, family, career, education, finances, health, consumer activities, opinions and beliefs, and even opinions that others have expressed about that person. Business location and contact information is not considered personal information. The definition covers information in any form, from post-it notes and paper records to computer files, video recordings, and e-mail addresses.

Rimbey Christian School, as part of its registration process, will collect personal information from parents and guardians who are enrolling their children in the school. This information will be compiled and used in various ways, for example:

- To create class lists, family directories, telephone lists, health alert lists, church affiliations, and committee lists
- To verify absenteeism, related contact information will be used
- School photos, including individuals, class, team, and club photos, will be used within the context of the school
- Information gathered from our supporters will be used to make a donators' list which will be used by our school treasurer, bookkeeper, finance committee and board; but will not be shared outside the context of the school.
- Students' names, grade levels, parents or guardian names will also be given to the Rimbey Public Health Nurse of the David Thompson Health Region.
- Class lists, family directories and telephone lists may be distributed amongst school families.

For more information or clarification, please contact the school office at 843-3904.

CONSENT TO DISCLOSE PERSONAL INFORMATION TO THE RIMBEY CHRISTIAN SCHOOL BOARD

Representing the parents of Rimbey Christian School is a board, elected by the Rimbey Christian School Society, which is involved in overseeing all activities in the school. The school will make personal information (students' names, grade levels, parents or guardian names, phone numbers, mailing addresses) available to the School Board and its committees for contact purposes and to school families for communication directories. Students' names, grade levels, parents or guardian names will also be given to the Rimbey Public Health Nurse of the David Thompson Health Region.

I give permission for the release of the above information to the Rimbey Christian School Board.

Parent/Legal Guardian

Date

Student (if 18 years of age or older)