

September 2012

Dear Parent/Guardian:

The Hamilton-Wentworth Catholic District School Board (H-W.C.D.S.B.) collects personal information under the legal authority of:

**The Education Act, The Ontario Student Record (O.S.R.) Guideline, 2000, and
Municipal Freedom of Information and Protection of Privacy Act.**

During the school year, students will be involved in a wide variety of events and activities consistent with the purpose of educating students in accordance with the Education Act. For such events and activities, the school may receive requests for personal information such as the names(s) of parent/guardian, address, telephone numbers, from either the local parish, Catholic School Council, etc.

Such groups would include:

Local Parish

The H.W.C.D.S.B. works in conjunction with parish priests in the spiritual development of the students, including the celebration of the sacraments. For this purpose, pertinent personal information may be released to the parish for the purpose of arranging receipt of the sacraments and other religious occasions.

Catholic School Council

Catholic School Councils (parent advisory bodies) occasionally require information to communicate with parents.

Events/Activities

During the school year, it is the normal practice to publicize many of the positive things that occur at the school. This would include such things as:

- Student's work with their names, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newsletters, the school Web site, the Board's administration offices, board newsletters.
- From time to time, the press may come to the school and take photos of children and write articles about their achievements, graduation or special events. The information gathered is used as part of the school's communication plan in an effort to share newsworthy events that occur at the school.

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- Photographs and videos of students, collectively or individually, may be taken and may be used in the following manner:
 - bulletin board displays in the classroom and in school hallways;
 - school yearbooks or school newsletter
 - in classroom activities, during open house, parents= night, etc.;
 - out-of-school learning experiences;
 - may be shown to teachers for the purpose of planning activities;
 - local newspapers and television stations.
 - university based Faculties of Education - Internship Program
- Birthday congratulations to students (e.g. "Today is Ashley C's birthday") may be announced over the public address system and/or in the classrooms.
- Yearbooks may display names, grades and anecdotes about individual students.

PLEASE NOTE

If you have any objections to the sharing of your child's personal information in any or all of the above mentioned related activities and **you do not wish** your child to be identified in this way, please **complete, sign and return the form below** to the school principal as soon as possible.

-----DETACH HERE-----

PRIVACY REQUEST

By signing this form, your child's name will not be recognized through any of the activities mentioned above for the remainder of the school year. Consider this carefully before signing.

I have read the information pertaining to the use of student(s) personal information.

- This is to inform the school that I **DO NOT** wish to have any information posted or published for the student(s) named below.

StudentName(s) _____ School: _____

Parent/Guardian Signature: _____

Date: _____