

****PLEASE NOTE****

This is a REVERSE FORM which applies to your son or daughter while enrolled here at Brookwood Secondary School.

Please return this form only if you reply "NO"

Dear Parents:

The Freedom of Information and Protection of Privacy legislation came into effect for schools in the fall of 1994. To ensure that we are complying with the legislation, we ask that you please read the following information carefully. The information provided will be used for educational purposes and when required, may be provided to health services, social services or other support services. If you have any questions or concerns about the collection and use of this information, please contact your school principal or the District Freedom of Information and Protection of Privacy Coordinator (Brian Iseli at the School Board Office - 604-534-7891).

Parent Advisory Council-- Access to Information:

The parent/guardian's name, telephone number, e-mail and mailing address may be made available to the school's Parent Advisory Committee for contact purposes regarding notice of meetings, special events or opinions on school issues.

___ No, I do not wish my information to be released to the school Parent Advisory Committee.

Media Coverage / Yearbook (see reverse for more information):

It is a tradition in our school district to allow district staff and the media to photograph individual students and groups of students to commemorate events taking place in the district. Students' names, photographs and comments may be published in the school yearbook or newsletter, and on occasion in the district annual report or in the news media. Images and information included in the yearbook may be stored and accessed outside of Canada. This includes publishing photographs and stories on our Brookwood Secondary Website.

___ No, I do not consent to the publication of my child's name, photograph, comments and information about the activities and events that my child participated in to appear in the yearbook/media for purposes consistent with the above. I do not give my consent for the school or District to collect, use, disclose and share my child's name, image, information about my child's participation in school-related activities and events and materials that my child submits in the yearbook as described above. I do not give my consent that images and information included in the yearbook may be stored and accessed outside of Canada.

Social Media:

We have a Twitter account which we use to share good news stories and photographs of staff and students at the school. We are looking at starting an Instagram account and possibly a Facebook account to communicate information to students

___ No, I do not consent to the publication of my child's name, photograph and comments for purposes consistent with the above.

Student's Name: _____ (please print) Parent's Name: _____ (please print)

(Parent/Guardian Signature) Signed this _____ day of _____

Dear Parents and Students,

Re: Yearbook Preparation and Publication

Brookwood Secondary School is pleased to be offering students the opportunity to purchase and contribute to the preparation of an annual yearbook ("Yearbook").

The material that appears in the Yearbook each year includes students' photographs, names, as well as information about the activities and events that students participated in. Students may also choose to submit other artistic, literary and written materials. The Yearbook is made available for purchase to all staff and students at the School.

The Yearbook content is primarily produced through the efforts of staff and students, but the School does utilize the services of outside professionals to assist with production. This year the School is using the services of Jostens, which is an organization based out of Vancouver, B.C. Students who choose to participate in the Yearbook should know that information about them including their name, picture and submitted materials may be accessible and stored in locations outside of Canada by Jostens Yearbooks, during the production of the Yearbook.

Participation in the Yearbook is voluntary. If you DO NOT want your name and photograph and other submissions to be published in the Yearbook, we ask that you provide your NON-consent to the collection, use, disclosure and publication of this material by signing and returning the reverse of this form to the School office by September 10, 2018. If you have any questions about the collection, use, disclosure or protection of personal information in connection with the publication of the Yearbook, please contact the school office at (604) 530-2141.