



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.

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 FutureBook Yearbooks, which is an organization based out of Vancouver, BC. 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 FutureBook during the production of the Yearbook.

Participation in the Yearbook is voluntary. If you want your name and photograph and other submissions to be published in the Yearbook, we ask that you provide your consent to the collection, use, disclosure and publication of this material by signing and returning this form to the School office by . 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 Cindy Loepky at cloepky@sd35.bc.ca.

For planning purposes, we ask that you also indicate below whether or not you intend to purchase a copy of the Yearbook.

For parents/guardians

- A.** ____ I would like my child's name, photograph and information about the activities and events that my child participated in to appear in the yearbook. **I 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 understand that images and information included in the yearbook may be stored and accessed outside of Canada.
- B.** ____ **I DO NOT CONSENT** to the use and disclosure of my child's name and/or image for the above purposes.

Date: _____

Parent/Guardian Name:

(Last) _____ (First) _____ *(please print)*

Parent/Guardian* Signature: _____

Parent/Guardian Contact Information (for contacts related to this notice):

Telephone No.: _____ **Email:** _____

For Students:

_____ I would like my name, photograph and information about the activities and events that I participated in to appear in the yearbook. **I CONSENT** for the school or District to collect, use, disclose and share my name, image, information about my participation in school-related activities and events and materials that I submit in the yearbook as described above. I understand that images and information included in the yearbook may be stored and accessed outside of Canada.

Student Name:

(Last) _____ (First) _____
(please print)

Student Signature: _____

_____ I intend to purchase a Yearbook

_____ I do not intend to purchase a Yearbook

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*