

# Personal Information Consent Form

***For parents\*: Please complete, sign and return the second page to Inclusion Outreach.***

Collection, use, and disclosure of student personal information

The Provincial Inclusion Outreach Program (“Inclusion Outreach”), and your student’s school district are authorized to collect, use and share student personal information that is directly related to and necessary for their educational functions.

Inclusion Outreach is a program funded by the Ministry of Education and operated out of School District No. 61. It serves all School Districts in British Columbia and provides assistance to school teams and families in developing meaningful and functional programs for students with severe cognitive and multiple physical disabilities within inclusive schools K-12.

In accordance with the *Freedom of Information and Protection of Privacy Act*, Inclusion Outreach and the school district are seeking your consent to collect, use and disclose photographs, videos and images, including student publications and/or artwork and/or names of students, for education-related purposes.

Specifically, we are seeking consent to collect, use and disclose personal information on the student’s personal E-Learning site. This site is password protected and may only be accessed by Inclusion Outreach staff, school district staff and the student’s guardians. Further, the website is hosted on a Moodle platform on provincial government servers and all personal information is at all times stored in British Columbia.

Examples of personal information that may be collected include:

- Personal information such as name, birthdate and school name.
- Information regarding the student’s educational program.
- Photos and videos of the student.
- The student’s medical information.

The Moodle sites used for the collection of student information are hosted by Open School BC (OSBC), Services and Technology Division, BC Ministry of Education. OSBC's Moodle has undergone a Privacy Impact Assessment (PIA) to ensure it conforms to the Freedom of Information and Protection of Privacy Act of BC. Further information about Inclusion Outreach can be found on their website at [www.inclusionoutreach.ca](http://www.inclusionoutreach.ca)

# Personal Information Consent Form

Student's Name: \_\_\_\_\_

School District: \_\_\_\_\_

## Please complete A OR B (but not both A and B)

- A. \_\_\_\_\_ I GIVE MY CONSENT for Inclusion Outreach, the school or school district to collect, use, and share my child's personal information for purposes consistent with the above for this school year.

This consent may be withdrawn at any time in writing. Unless withdrawn, this consent is effective immediately and lasts until September 30 of the next school year (2018).

- B. \_\_\_\_\_ I DO NOT CONSENT for Inclusion Outreach, the school or school district to collect, use, and share my child's personal information for purposes consistent with the above for this school year.

*\*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.*

Date: \_\_\_\_\_

Parent's Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(please print)

Parent/Guardian\* Signature: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

*\*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.*

If you have any questions about this consent or about the collection of student personal information, you may contact the School Principal, the Inclusion Outreach Program Coordinator, or the Superintendent's Office.

**This form is effective immediately and for the 2017/2018 school year, up to and including  
September 30, 2018**