



Livingstone Range  
SCHOOL DIVISION NO. 68

## STAFF INFORMATION GATHERING AND CONSENT

(As required by the Freedom of Information and Protection of Privacy Act,  
Sections 32, 33, and 37)

The **Freedom and Information and Protection of Privacy Act**, effective September 1, 1998, for Alberta School Districts, requires the consent of an individual for release of their personal information.

As part of the normal operation of the school and Division, staff lists are used to facilitate contact between staff and for staff recognition purposes (ie. awards, birthday lists, phone lists). It is considered important that such information continue to be provided.

Accordingly, we are asking you to complete the following information, and to indicate your consent to it's use by signing below. You may omit any information that you do not wish used, or decline to have this information published.

Your Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Birthday (month & day only) \_\_\_\_\_

Name and Phone Number of  
Contact in case of emergency \_\_\_\_\_

\_\_\_\_\_

I hereby consent to the use of personal information provided above for the purpose of staff lists and staff recognition, for the life of my employment with the Livingstone Range School Division No. 68, or until such time as I withdraw this consent in writing.

Signature

Date

I **do not** wish my personal information included for the purpose of staff lists and staff recognition.

Signature

Date

**Please return this completed form to Olwyn Buckland at Central Office.** If you have any questions regarding this request for individual information and about our use or disclosure of information, please contact Ellie Elliott (FOIPP Coordinator) at Livingstone Range School Division No. 68, Phone: 403-625-3356 or Fax: 403-625-2424