

ST. MARY'S PREP PRIVACY POLICY

The Collection, Use, Storage and Release of Personal Information

PREP will make every effort to safeguard your confidentiality and protect your personal information. The PREP program is committed to meeting or exceeding the privacy standards established by the BC Personal Information and Protection Act that governs the collection, use, disclosure and storage of personal information. To ensure you are informed, we have adopted the following form. **Please initial on the line beside each statement and sign the bottom of the page.**

Student Personal Information

_____ Initial I consent to having St. Mary's PREP collect personal information that may include student identification information, legal guardianship, court orders if applicable, parent's email addresses, behavioural and health information, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration. *This information is required in order to register your child in St. Mary's PREP. It will also allow PREP to respond immediately to an emergency.*

_____ Initial I consent to having photographs and/or videos taken of my children for the use only within the PREP program. This includes newsletters, class bulletins or videos/slide shows during special PREP events. Names will not be attached to pictures and will not be placed on any St. Mary's PREP websites.

_____ Initial I consent to having a group photo taken of my children for their First Holy Communion and/or Confirmation class. The group photo may appear in the parish bulletin or on Parish/School website. Names will not be attached.

_____ Initial I consent to PREP using contact information on phone/email lists that include; catechist's class lists/field trip lists/planning and implementing special events lists/phone-tree lists, etc.

Parent Personal Information

By completing this form, you acknowledge that St. Mary's Parish collects and protects the personal information pursuant to the Personal Information Act and Canon Law. This information will only be used by St. Mary's Parish to facilitate the Parish Religious Education program, the maintenance of Parish Sacramental Registers, and for the furtherance of Catholic catechesis and will not be disclosed for use unrelated to the needs of St. Mary's Parish without your prior consent.

Parent Name _____

Parent Signature _____

Date _____