**FIPPA Backgrounder for [Tool Name Here]**

**What is [tool name]?**

[Include brief description of the tool here.]

**Why am I using [tool name]?**

[Describe your educational rationale for using this tool here]

**Personal Information Involved Using [tool name]**

[Describe the specific personal information that will be involved in creating accounts, uploading, sharing, etc. based on planned activities]

**Risks that could arise**

[Describe reasonably expected risks here]

**What’s ‘personal information’?**

“People have different standards of what they consider ‘personal’ information. Sharing over social media has done a fair bit to reset our expectation. Regardless of personal definition, if the information, data, or content could be used to identify you, it’s ‘personal information’ – though professional or business contact information may be treated separately.” (Hengstler, 2013). A student’s personal information could include: name, date of birth, address, telephone number, email address, educational information, and anything that identifies an individual, including photographs.  If any information, data or content could be used to identify you it is then qualified as “personal information”.

**Why is BC so sensitive to privacy laws regarding data?**

“Shortly after the 9/11 attacks on the US in 2001, the American government enacted the United States Patriot Act that allowed the United States government to search private and public data housed on servers on United States soil. At the time, The British Columbia Medical Services Plan was hosting our provincial medical records in the United States. Unions in British Columbia expressed concern over the ability of the American government to search through British Columbian’s personal medical records and histories. Ultimately, the rules is: if you transfer or authorize the transfer of your personal information outside of Canada, that data is subject to the laws and practices of the country where it sits – be it the United States, China, or India. (Remember that minors, under the legal care of an adult, cannot authorize such a transfer.) Not all locations have similar notions about your right to privacy. Since cloud computing is a relatively new technology, the laws and best practices governing it are still changing and there is a need to stay current” (Hengstler, 2013).

**Why is a consent form necessary?**

Various provinces in Canada – and other jurisdictions across the world – have enacted laws to protect personal privacy. In BC, the Freedom of Information and Protection of Privacy Act (FIPPA) covers all public schools. It is one of the most defined privacy protection frameworks in Canada. FIPPA states that ‘public bodies’ such as public schools have defined legal requirements for handling your personal information when it is within their ‘custody’ and ‘control’. Generally, public bodies must make sure that your personal information cannot be stored, accessed, or disclosed outside of Canada without your express consent (Note: there are certain expectations in the law like data covered by treaties, etc.). FIPPA states that your consent must be in writing, state to whom your personal information may be disclosed, and how your information will be used. Also, if you post personal information about others, their permission must also be secured.

**What if I don’t want to consent?**

You have the right as a parent/guardian to withhold consent to your child using [tool name]. Alternate activities will be provided to students in the event that parents/caregivers choose to withhold consent and that selection of an alternate activity will not affect a student’s grade.

**Managing Risks**

While no internet-based experience can ever be 100% risk-free, know that I will take every reasonable measure to manage expected risks. The following are steps that are being taken to manage potential risks while using [tool name].

[Outline or paragraph or two summarising the key steps for managing risks]

[1] Julia Hengstler is the Educational Technologist with the Faculty of Education at Vancouver Island University & an Instructor in Educational Technology. Please visit this site for more background information about her:<http://www.viu.ca/education/faculty/profiles/hengstler_j.asp>

**Informed Consent**

[Paragraph or two summarising the key points from the privacy policy & provide link to policy for additional information if parent/guardian interested.]

[Summarise the reasons for use / activities.]

[Guidelines / rules / expectations while using the tool – preferably a point form list.]

[Describe the term the consent is expected to cover. (Best practice: not longer than a year.)]

Please keep pages 1 to [second to last page number] for your information.

Complete page [last page number] to be sent back to me for my records.

Thank you,

**[Signature here]**

**Teacher Name: [Name here]**

**Contact Information: [Contact Information Here]**

***Please Return This Signed Consent Page for [Tool Name] to Your Teacher***

***Please choose one of the following options:***

NOTE: If you feel that you do not have enough information to make an informed decision, please contact me to discuss further.

* I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate using [tool name] during [course/subject or edit for timeframe] and understand that the content my child creates/provides could be stored in, or accessed from, a location outside of Canada.
* I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate using [tool name] during [course/subject or edit for timeframe] and understand that the content my child creates/provides could be stored in, or accessed from, a location outside of Canada. I request that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be able to participate in these activities under a pseudonym that will not reveal their identity online.
* I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DO NOT want my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to use [tool name] and would prefer an alternate activity be provided.

We understand the privacy risks and management strategies as they have been shared with us.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature                                                              Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature                                                                                Date

Received by teacher on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_