**Parent/Student Consent Form Template**

**SAMPLE TEMPLATE**

The Board of Education of School District < insert District legal name> is subject to the [*Freedom of Information and Protection of Privacy Act*](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00)(FIPPA) of BC which governs all collection, use and disclosure of personal information by the School District. Under FIPPA, the School District is authorized to collect, use and disclose personal information for purposes that are directly related to and necessary for its authorized programs and activities. We will occasionally request consent from parents and/or students for the use of personal information for additional purposes.

This form requests consent to use of the personal information of <insert student name> for the purposes listed and described below.

**PROGRAM DESCRIPTION**

*Insert Program Description, including a description of any third parties involved in the information sharing and their role.*

**PURPOSE FOR THE INFORMATION DISCLOSURE, USE OR COLLECTION**

*Describe how the personal information will be used for the above program.*

**NATURE OF THE PERSONAL INFORMATION INVOLVED**

*List the type of personal information involved (e.g. name, contact information, etc.)*

**PARTIES WITH WHOM PERSONAL INFORMATION MAY BE SHARED**

*List any third parties with whom personal information will be shared. and indicate what information will be shared with them.*

By signing this form, you consent to the collection, use and disclosure of the personal information as described above. If you wish to withdraw this consent or have questions, please contact < Name > at <mailing address and email address >. For further information about the School District’s Privacy Management Program, please see <insert link to privacy policy>.

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Parent/Guardian Signature Student Signature (if 13 or older)**