



Marketing & Communications
 Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3556
 Fax: 403.314.2491
 Web-site: www.rdc.ab.ca

CONSENT FOR USE OF PERSONAL IMAGE AND INFORMATION

The Marketing & Communications Office at Red Deer College is responsible for promotional and informational print and electronic publications regarding Red Deer College. We provide this service under the authority of the Post-Secondary Learning Act, which mandates the provisions of programs and services by public colleges. This form is designed for you to give authorization to Red Deer College to use your personal image and personal information in print and electronic publications.

A personal image may include photographs and audio or video recordings. Personal information may include information such as your name, age and college program. Your personal image and information will be used in manner consistent with the privacy provisions of the Freedom of Information and Protection of Privacy Act. This information will be retained in accordance with approved Records and Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the use of this personal information, please contact the Marketing & Communications Office, Red Deer College, Box 5005, Red Deer, Alberta, T4N 5H5, Telephone 403.342.3203.

PERSONAL INFORMATION (of individual personal image and information directly relates to)

LAST NAME	FIRST NAME	MIDDLE NAME
ADDRESS		
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	

PERMANENT ADDRESS (if different from above)

ADDRESS		
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	

STUDENT INFORMATION

STUDENT NAME	STUDENT ID#
YEAR OF GRADUATION	PROGRAM

PROJECT SPECIFIC INFORMATION

The personal information that you provide on this form is being collected by the School of Creative Arts and will be used for the promotion of Creative Arts programming at RDC and to facilitate communication between yourself, faculty, staff and your fellow students. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. This information will be held by the department in accordance with approved Records and Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Dean's office at the School of Creative Arts, Red Deer College, 100 College Blvd, Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342.3591

PROJECT CONTACT NAME Creative Arts Programs	DEPARTMENT/PROGRAM AREA School of Creative Arts	
PHONE NUMBER 403.342.3516	PROJECT NUMBER Not applicable.	DATE
PURPOSE OF PROJECT/ACTIVITY Authorization for use of the participant's personal image and information to promote Creative Arts programs and for the inclusion into company phone lists which may be distributed to all faculty, staff, and students in the respective program of the School of Creative Arts.		

AUTHORIZATION

By signing this form, I understand that I am giving authorization to Red Deer College to use my personal image and information (or the personal image and information of my child) in print and electronic documents or productions deemed appropriate by Red Deer College for promotional and/or informational purposes. **While this information assists with the effective operation of the School of Creative Arts, you are not required to provide it.**

SIGNATURE	DATE
NAME OF PARENT/GUARDIAN (in the case of a child)	RELATIONSHIP (to child)
SIGNATURE (of individual or parent/guardian in the case of a child)	DATE



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USER GUIDELINES FOR THE COMPLETION OF THIS FORM

Red Deer College is governed by the Freedom of Information and Protection of Privacy Act of Alberta.

When it comes to an individual's personal information, the College must:

- only collect what information relates directly to and is necessary for an operating program or activity
- collect personal information directly from the individual the information is about
- take necessary steps to protect that information

The use or disclosure of personal information must:

- be consistent with the purpose for which the information was collected or compiled

The individual the information is about must:

- identify the information and consent to the disclosure

This form is intended to be used when the collection of personal information, including a personal image, results in a Red Deer College record. For example, when conducting project specific interviews of students or community members, if the intention is to broadcast or publish any part of this information.

When using this form to collect consent for specific projects (i.e. special projects, class assignments, etc.) ensure that the following additional information is completed before the consent form is signed by the individual.

Complete the section entitled "**PROJECT SPECIFIC INFORMATION**"

FOIPP statement:

- Specify who is collecting the information (i.e. department/program or committee)
- Indicate the purpose for the collection (i.e. project, class assignment, etc.)
- Complete the retention and disposition information in accordance with Red Deer College Records and Information Management Guidelines (contact the Area Records Representative for your department or program area.)
- Indicate a contact person in the event that the individual has questions regarding the collection and use of the information (i.e. project manager, Chairperson, etc.) and their phone number.

Complete the project specific information identified in the table.