

## **School Yearbooks** [TDSB & OIPCO, FAQ #4](#); [Alberta FOIP: Frequently Asked Questions for School Jurisdictions](#)

**My school is planning to compile a yearbook for the first time. How does MFIPPA apply?** [TDSB & OIPCO, FAQ #4](#); [Alberta FOIP: Frequently Asked Questions for School Jurisdictions](#)

Yearbooks, too, are part of school life and tradition. They contain personal information of students and staff and are subject to MFIPPA regulations. IPCO's FAQ #4 states, "According to section 32 of the *Act (MFIPPA)*, personal information can be used or disclosed only in certain circumstances, including for the purpose for which it was obtained or compiled, or for a *consistent purpose*, or with consent. A consistent purpose is a use or disclosure that the individual to whom the information relates might reasonably have expected to take place." Should a third-party photographer take the pictures, parents should be informed and provide their consent. Some photos will not fit into this category. If photos are taken at events and games they may be included, but the principal should check to see if parents have given consent in previous communications in the case of younger students. This is where a shortlist comes in handy. Individuals (students) imply their consent when they donate artwork, stories, or comments (including notations about career plans, hopes and dreams).

**Principal's Best Practice:** Share the confidentiality shortlist with your staff advisor to adhere to confidentiality requests. If this is being shared with volunteers, reiterate the need for confidentiality. Act from there. Photos should be reviewed very carefully.