

## School Newsletters

**I want to not only provide information for my school community but celebrate successes in my newsletter. Can I include “personal information” of students?**

Newsletters may provide these types of information, as, “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.” Student achievements, membership on teams or in clubs, etc. is “personal information” when their name is attached. Signed, returned informed consent materials that parents receive at the beginning of the year will often serve as a basis for highlighting students.

**Principal’s Best Practice:** In the interest of safety, many schools reference students by their first name and last name initial. If you feel there are delicate issues facing children or their family, it’s always best to consult parents and receive signed consent. This would be especially true if a newsletter included an in-depth profile of a student and/or their achievements.