



EMPLOYEE PRINT AND DIGITAL MEDIA RELEASE FORM

The St. James-Assiniboia School Division (the "Division") has established an online presence to further connect and form relationships with students, parents, staff and the community at large. Social media platforms, including Facebook, Twitter and Instagram will be used as communication tools to promote and celebrate our division. These platforms will be used to share information, including news articles and photos, to represent the St. James-Assiniboia School Division. Photos and captions will be published at the discretion of the Information Officer and the Chief Superintendent or designate.

The Division remains committed to protecting the privacy of all of its employees as outlined in Policy GBJA – Access and Privacy in St. James-Assiniboia School Division. In addition, the Division has established a protocol for publication, broadcast and distribution of digital media content under Policy IJNDBA – Print and Digital Media Publication.

Publication and Distribution of Employee Photos

Employee photographs may appear on the St. James-Assiniboia School Division website, social media platforms, or be distributed in school or Division publications (such as newsletters and yearbooks) only with prior permission from the employee.

Please check one of the following options and sign below:

Having read and understood the protocols outlined above,

☐ **YES, I DO** grant the St. James-Assiniboia School Division permission to publish my photograph with my name.

☐ **NO, I DO NOT** grant the St. James-Assiniboia School Division permission to publish my photograph with my name.

PLEASE NOTE: Every effort will be made to honour your request in this regard, but given your potential involvement in certain activities, if you do not wish your photo to be used, we ask that you also do your best to not be seated for photos being taken, or to advise the person who has taken the photo at that time.

Photos taken at a large scale Divisional event / public forum are excluded from this form and may appear in publication.

Employee Name (Please Print)

Location

Signature

Date

The personal information contained on this form is collected and protected under the authority of the Public Schools Act, the Education Administration Act, and the Freedom of Information and Protection of Privacy Act and will be used for administrative purposes. If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.