



Q & A

GORDON THOMAS,
Executive Secretary

Portfolios and student pictures

Q: I am developing my portfolio and would like to include pictures of my students doing projects/work in it.

Are there any FOIP issues that I should be aware of?

A: Photographs are considered “personal information” under both the FOIP and PIPA acts. It is recommended that you obtain written informed consent from the parents or guardians of the photo-subjects before including their photos in your portfolio.

For express consent to be informed consent, you must provide the parent(s) or guardian(s) with a form that includes the following information:

1. A description of the photo (when taken, during which activity, etc)
2. An explanation of how the photograph is to be used (ie, for inclusion in a professional portfolio)
3. A statement of whether the photograph will be placed online
4. A statement that they may withdraw or vary their consent at any time
5. The name and contact information for someone who can answer questions related to FOIP and PIPA

The parent(s) or guardian(s) must sign and date the consent form. You should keep these forms with the portfolio for as long as the portfolio is maintained.