

**Freedom of Information and Protection of Privacy Act (FOIP)
Consent and Notification Form**

The *Freedom of Information and Protection of Privacy Act (FOIP)* requires that informed consent be obtained for the collection, use and disclosure of all personal information that is not authorized under the *Alberta Housing Act*.

This includes many activities that occur regularly in lodges/apartments, such as the use of individual and group photos, the listing of names for scheduled activities, and the use of names and pictures in newsletters, annual reports and other public documents. It is the intent that the Act should be applied in a common sense manner and should not negatively affect a person's life. The purpose of this notice is to inform you about the collection, use and disclosure of your personal information by the Administration and Management of Willow Creek Foundation.

NOTIFICATION

Please be advised that on occasion the media may be present and photographs and/or videos may be taken of you. It is your choice to be present on these occasions and Willow Creek Foundation will instruct the media to speak directly with you should they wish to obtain personal information.

Please note that photos and/or videos of resident activities that are open to the general public may be taken and used for purposes within and outside of the Willow Creek Foundation. Willow Creek Foundation may not restrict these activities at public events.

Willow Creek Foundation requires your consent for the following:

1. The use of my name, photos and comments in activity calendars, newsletters, social media or other Willow Creek Foundation publications.
2. The taking of individual or group photos and the use of my photo for display purposes inside the senior's facility.
3. The use of my name or artwork or other material displayed at Willow Creek Foundation sponsored displays in the community.

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4. The taking of photos and/or videos of me participating in activities where the material will be used by Willow Creek Foundation.
5. The use of my name in listing and/or announcements of awards, activities where the material will be used by Willow Creek Foundation.
6. The use and display of my name on my room door.
7. The listing of my name and room number on the directory board inside the building.
8. The listing of my name on the entry security system (if applicable).
9. The posting of my name on sign up sheets for service providers, bus trips, meal attendance or absence.
10. The taking of photos and/or videos of me and their use, by the media, and other organizations where I am not interviewed or identified by name.
11. The disclosure of information concerning my health and social needs to health care professionals and my named responsible party and/or legal guardian.

I consent to the above:

Applicant Signature: _____ Date: _____

Witness Signature: _____ Date: _____