



Live it Earth Teacher Resource Consent Form

Our School District provides user accounts for Microsoft 365 A3 (MS365 A3) to teachers for educational, communication and collaboration purposes. Each user has their own secure login and password to access their email and files within MS365 A3, as well as OneDrive storage space.

While the majority of services that are a part of MS365 A3 store user data exclusively in Canada, the following services that will be used in our district store user data outside of Canada:

- Live it Earth – Online Resource for Teachers

The types of information stored in these services are (directly from Live it Earth Privacy Policy)

- Teacher SD35 Email Addresses

To comply with the BC Freedom of Information and Protection of Privacy Act (FIPPA), consent is required prior to storing personal information in these services.

The School District also makes efforts to instruct users of MS365 A3 about limiting the amount of personal information that they store and share using these services.

Consent:

I understand that my information in Microsoft 365 A3 may be stored outside Canada as outlined above.

This consent will be considered valid **from the date at which it is signed until one year after the point at which the user named below is no longer with the School District.**

Name of user: _____

Signature of user: _____

Date Signed (YYYY/MM/DD): _____

For questions, please contact: Alex Spence (aspence@sd35.bc.ca).

****Please send completed and scanned forms to Alex Spence via email***