



## **PRIVACY COLLECTION STATEMENT – Primary Schools Information for parents and carers**

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law, occupational health and safety law, and child wellbeing and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation. Information will only be shared outside the Department of Education and Training as required or authorised by law, including where sharing is required in order for the Department of Education and Training to meet its duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide the best possible education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This also includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

## PRIVACY COLLECTION STATEMENT – Enrolment Information for Parents and Carers

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

### Protecting your privacy and sharing information

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know, to enable our school to educate or support your child. Information will only be shared outside the Department of Education and Training as required or authorised by law, including where sharing is required in order for the Department of Education and Training to meet its duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful.

For more about information, see our school's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

### Our school's use of online tools (including apps and other software) to collect and manage information

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

### Emergency contacts

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

### Student background information

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

### Immunisation status

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

### Visa status

Our school also requires this information to process your child's enrolment.

### Updating your child's personal and health information

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

### Accessing your child's records

Our school provides ordinary school communications and school reports to students and parents and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

### Student transfers between Victorian government schools

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assists the next school to provide the best possible education and support to students.

**SCHOOL**

STUDENT ENROLMENT INFORMATION – 20__	Computer Generated Student ID:	
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**STUDENT DETAILS**

**PERSONAL DETAILS OF STUDENT**

Surname:	Title: (Miss Ms, Mrs, Mx, Mr)
First Given Name:	
Second Given Name:	
Preferred Name (if applicable):	Birth Date: (dd-mm-yyyy)    __ / __ / __
Gender	Male    Female    _____ (fill in blank)

**PRIMARY FAMILY HOME ADDRESS:**

No. & Street: or PO Box details	
Suburb:	
State:	Postcode:
Telephone Number:	Silent Number: (tick)    Yes    No
Mobile Number:	Fax Number:

**OFFICE USE ONLY**

Child's Name and Birth Date proof sighted (tick)		Yes	No	Enrolment Date:		
Year Level	Home Group	Timetabling Group	House	Campus		
Student Email Address:						
Immunisation Certificate received?: (tick)		Complete		Not sighted		
Is there a Medical Alert for the student? (tick)		Yes	No			
Does the student have a Disability ID Number? (tick)		No	Yes	Disability ID No.:		
Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) <small>For prep students only</small>		Yes	No	Pending		

**FAMILY DETAILS**

List any other family members attending this school:
Does the student have any younger siblings? (If so please write child's name and date of birth)

This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

# PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with". If you are a separated family and the student lives between houses, please ALSO fill the Alternative Family Details on pages 5 - 7

## ADULT A DETAILS (PRIMARY CARER):

<b>Gender :</b>	Male	Female	_____ fill in blank
<b>Title:</b>	(Ms, Mrs, Mr, Mx, Dr etc)		
<b>Legal Surname:</b>			
<b>Legal First Name:</b>			
<b>What is Adult A's occupation?</b>			
<b>Who is Adult A's employer?</b>			
<b>In which country was Adult A born?</b>			
<b>Australia</b>	<b>Other</b> (please specify):		
<b>Does Adult A speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)			
<input type="checkbox"/>	No, English only		
<input type="checkbox"/>	Yes (please specify):		
<b>Please indicate any additional languages spoken by Adult A:</b>			

<b>Is an interpreter required?</b> (tick)	Yes	No
<b>What is the highest year of primary or secondary school Adult A has completed?</b> (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)		
	Year 12 or equivalent	
	Year 11 or equivalent	
	Year 10 or equivalent	
	Year 9 or equivalent or below	
<b>What is the level of the highest qualification the Adult A has completed?</b> (tick one)		
	Bachelor degree or above	
	Advanced diploma / Diploma	
	Certificate I to IV (including trade certificate)	
	No non-school qualification	
<b>What is the occupation group of Adult A?</b> Please select the appropriate parental occupation group from the attached list.		
● If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.		
● If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.		