

PRIMARY SCHOOL
PRIVACY INFORMATION for parents and carers

During the ordinary course of your child's attendance at our College, College 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 College context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the College 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 College, such as a Student Support Services officer, the required consent will be obtained. Our College 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 College 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 College management purposes. When our College 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.

College staff will only share your child's personal or health information with other staff who need to know to enable the College to educate or support your child, or fulfil a legal obligation.

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 optimal education and support to students.

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

Our College values the privacy of every person. When collecting and managing personal and health information, all College staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the College about you or your child, see our 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 College. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.