



# CLIFTON CREEK PRIMARY SCHOOL PRIVACY NOTICE

## **Information about the Enrolment Form.**

### **Please Read This Notice Before Completing The Enrolment Form.**

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Clifton Creek Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Clifton Creek Primary School and the Department of Education & Early Childhood Development are required by law to protect the information provided by this enrolment form.

Health information is collected so that staff at Clifton Creek Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Clifton Creek Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Clifton Creek Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Clifton Creek Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Carol Kennedy, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

### **Emergency Contacts**

These are people that Clifton Creek Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Clifton Creek Primary School.

### **Student Background Information**

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Clifton Creek Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

### **Immunisation status**

This assists Clifton Creek Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

### **Visa status**

This information is required to enable Clifton Creek Primary School to process your child's enrolment.

### **UPDATING YOUR CHILD'S RECORDS**

Please let Clifton Creek Primary School know if any information needs to be changed by sending updated information to the school office. Please contact Clifton Creek Primary School on 03 5157 925 or by email [clifton.creek.ps@edumail.vic.gov.au](mailto:clifton.creek.ps@edumail.vic.gov.au) to update any information. During your child's time with Clifton Creek Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

### **ACCESS TO YOUR CHILD'S RECORD HELD BY SCHOOL**

In most circumstances you can access your child's records. Please contact the Principal on 03 5157 9251 to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. The Clifton Creek Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. The Clifton Creek Primary School privacy policy is available on our school website [www.cliftoncreekps.vic.edu.au](http://www.cliftoncreekps.vic.edu.au) - tab to KEEP INFORMED and select POLICIES from the menu.