



## Bayside P-12 College Privacy Statement

This confidential enrolment form asks for personal information about the student, family members and others who provide care for them. All schools across Australia are required to collect this information. The main purpose for collecting this information is to allow Bayside P-12 College to register the student on our data base. The demographic data obtained from this process is also linked to student results on national tests, aggregated and provided to the Ministerial Council on Education, Employment, Training and Youth Affairs. No individual student or school is identifiable through any published information. The collection of this data also allows for equity in the provision of adequate staff and resources to support the educational and welfare needs of all students.

Health information is collected so that staff at Bayside P-12 College can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. Bayside P-12 College depends on all relevant health information being provided as withholding health information may put the student's health at risk.

Bayside P-12 College requires information about 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 the College on enrolment. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

### Protecting your privacy and sharing information

The information about your child and family collected through this Enrolment Form will only be shared with college staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. 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-sharing and privacy, see our school's privacy policy:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

### Emergency Contacts

These are people that Bayside P-12 College 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 the College.

### 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 Bayside P-12 College will receive the appropriate resource allocation for their students. It is also used by the Department of Education to plan for future educational needs in Victoria. Some information is sent to Commonwealth Government agencies for monitoring, reporting, 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**

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**

This information is required to enable Bayside P-12 College to process the student's enrolment.

### **Updating your school records**

Please let the College know if any of your personal information needs to be changed. It is vital that we have accurate information on all students in case of an emergency. You can change your details by sending an email to [bayside.p12@edumail.vic.gov.au](mailto:bayside.p12@edumail.vic.gov.au) or calling the College on (03) 9393-5800 then selecting the appropriate Campus.

### **Access to the student records held by the school**

Students have a right to seek access to their personal and health information and make corrections as set out under the Victorian Freedom of Information Act 1982. Please contact the Principal 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.

Bayside P-12 College will take all reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure

If you have any concerns about the confidentiality of this information please contact the Principal. Bayside P-12 College can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form.

For further information on privacy, visit [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au)

### **Student transfers between Victorian government schools**

When our students transfer to another Victorian government school, our college 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 assist the next school to provide the best possible education and support to students.