



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. The main purpose for collecting this information is so that Sunshine Harvester P.S. can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Sunshine Harvester P.S. 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 Sunshine Harvester P.S. 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.

Sunshine Harvester P.S. depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Sunshine Harvester P.S. 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 Sunshine Harvester P.S. 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.

EMERGENCY CONTACTS

These are people that Sunshine Harvester PS 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 Sunshine Harvester P.S.

STUDENT BACKGROUND INFORMATION

This includes information about a person's country of birth, aboriginality, language spoken at home and the parent's occupation. This information is collected so that Sunshine Harvester P.S. receives the appropriate resources allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some 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 Sunshine Harvester P.S. in managing health risks for the children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department Services is aggregate data so no individual is identified.

UPDATING YOUR CHILD'S RECORDS.

It is important you let Sunshine Harvester P.S. if any changes need to be made by sending updated information to the school office. Please contact Sunshine Harvester P.S. on 9311-1234 or by email sunshine.harvester.ps@edumail.vic.gov.au to update any information. During your child's time with Sunshine Harvester P.S. we will also send you copies of enrolment information held by us. P.S. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD'S RECORD HELD BY SUNSHINE HARVESTER P.S.

In most circumstances you can access your child's records. Please contact the Principal at Sunshine Harvester P.S. 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. Sunshine Harvester P.S. can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. [The Sunshine Harvester P.S. privacy policy is available on http://www.sunshineharvesterps.vic.edu.au/](http://www.sunshineharvesterps.vic.edu.au)