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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 Orchard Grove Primary School to educate your child and support your child's social and emotional wellbeing and health. Orchard Grove Primary School is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Orchard Grove Primary 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.

Orchard Grove Primary 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 Orchard Grove Primary 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 Orchard Grove Primary School's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Orchard Grove Primary School's use of online tools (including apps and other software) to collect and manage information

Orchard Grove Primary 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 Orchard Grove

Primary 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 Orchard Grove Primary 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 Orchard Grove Primary 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

Orchard Grove Primary School also requires this information to process your child's enrolment.

Updating your child's personal and health information

Please inform Orchard Grove Primary 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 Orchard Grove Primary 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, Orchard Grove Primary 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.