



Privacy Notice

PLEASE READ THIS NOTICE BEFORE COMPLETING THE ENROLMENT DOCUMENTATION.

WHY IS THIS INFORMATION BEING COLLECTED?

These confidential documents ask for personal information about your child and family. The purpose for collecting information via the Enrolment Form is so that appropriate staffing levels and resources are provided for your child's care and support needs.

We require 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 us. Do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

FOR CHILDREN ATTENDING A SCHOOL OTHER THAN YARRA RANGES SPECIAL DEVELOPMENTAL SCHOOL

The Program Manager will seek to obtain information from a child's teacher to assist in the best service delivery for that child whilst attending the Program (e.g. communication/behaviour support strategies, information related to personal care/mealtime assistance, health and wellbeing supports). This information will only be sought with the signed consent of the child's primary carer.

UPDATING YOUR CHILD'S RECORDS

It is the responsibility of the child's primary carer to inform us if any supplied information needs to be changed by sending updated information to the Program Manager as soon as applicable. Please also contact the Program Manager or School Principal if you wish to access or correct your information, and/or withdraw or amend prior given consent.

ACCESS TO YOUR CHILD'S RECORDS

In most circumstances you can access your child's records. 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.

USE, DISCLOSURE, PROTECTION AND DISPOSAL OF PERSONAL INFORMATION

- The information collected about your child, family, guardian and/or carers:
- Will only be used for the purposes outlined above.
- Will be stored in the original paper format in a secure environment by this service and will be kept for a minimum of 7 years from the date of your last visit after which it will be disposed of in a way that safeguards your privacy.
- Will only be accessible by the School Principal or authorised representative.

This organisation certifies that its practices and systems for the collection, use, disclosure, protection and disposal of personal information and health information are compliant with *the Privacy Act 1998 (Cth)*, *Privacy and Data Protection Act 2014 (VIC)* and the *Health Records Act 2001* and any applicable code of practice as required under the NDIA Standards and Regulations.

A copy of the school's Privacy Policy may be obtained on request. If you have any concerns about the confidentiality of this information please contact the Principal.