

Privacy Collection Notice

Information for students, parents and carers

The Department of Education (the department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the [Schools' Privacy Policy](#). This notice explains how the department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, our schools rely on parents to provide health information about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our schools also require current, relevant information about all parents and carers so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the [School Entrance Health Questionnaire \(SEHQ\)](#) and the [Early Childhood Intervention Service \(ECIS\)](#) Transition Form.

The Enrolment Form is used to collect information that is essential for the purposes listed above, and requests information such as:

- Emergency contacts – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being

provided to the school and that they understand their details may be disclosed by the department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.

- **Student background information** – Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the department to allocate appropriate resources to schools. 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** – This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status** – This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

When schools use these online tools, they take steps to ensure that student information is secure. If parents or carers have any concerns about the use of these online tools, please contact the school.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: [Enrolment: Student transfers between schools](#)

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a [Freedom of Information](#) (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: [Schools' Privacy Policy](#)

ST KILDA PARK PRIMARY SCHOOL

68 FITZROY STREET, ST KILDA

MELBOURNE VIC 3182

Phone: (03) 8598 6444

School email: st.kilda.park.ps@education.vic.gov.au



Dear Parents/Carers,

Thank you for your interest in enrolling your child,.....
to commence in Foundation/ Year in 2024/5.

Please review the checklist below and return the Enrolment Form along with copies of required documents to the School Office. Please note, we must sight the original Birth Certificate or Passport before accepting the enrolment.

Enrolment Checklist:

- Enrolment Form
- Permissions & Media Form
- Proof of birth (Birth Certificate- must sight original at the office)
- Immunisation Certificate issued by the National Immunisation Register
Available from the Medicare App or at www.medicareaustralia.gov.au
- Proof of residence (Driver's licence or Utility Bill)
- Current Visa (if applicable)
- Child's last school report (if joining in Years 1-6)
- Current Victorian Working with Children Check (WWCC) for parents who intend to volunteer at SKIPPS for any activities, such as excursions, athletics days, fundraising, etc.
Apply for a WWCC at www.service.vic.gov.au/services/working-with-children

The School Office hours are from:

- 8:30am until 4:30pm Monday to Thursday
- 8:30am until 4:00pm on Friday

As the office is often busy during school pick up and drop off, we request new enrolment forms are submitted between 9:30am and 3:00pm or after 4:00pm, if possible.

For Foundation Enrolments - applications open from Monday 15th April closing Friday, 26 July 2024. We will notify parents/carers of the outcome of enrolment applications by Friday 9 August 2024.

If you have any queries, please contact the School Office via phone on 03 8598 6444 or email at st.kilda.park.ps@education.vic.gov.au

Neil Scott
Principal

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Phone: (03) 8598 6444

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Permission Form for Students

Dear Parents and Guardians,

Please complete the following permission requirements for our school. This form will be placed in a folder in the office as authorisation for the following consents to be given whilst your child/ren attends St Kilda Park Primary School. Please notify the school immediately if at any time these circumstances change.

Child's First Name: _____ Surname: _____ Year Level: _____

Child's First Name: _____ Surname: _____ Year Level: _____

Child's First Name: _____ Surname: _____ Year Level: _____

SKiPPA Contact List

St Kilda Park Parents Association & Fundraising

I give permission for my/our name(s) and my child(ren)'s name(s) and the following contact telephone number and email address to be included on a school distribution list that is accessible by all members of the SKiPPS School Community.

YES

NO

Parent/Guardian Name: _____

Phone Number: _____ Email: _____

Parent/Guardian Name: _____

Phone Number: _____ Email: _____

I understand that I will use this information appropriately and respect the values that St Kilda Park Primary School is based on. I will not use bulk distribution lists for disseminating advertising or non related school emails or for the purposes of discussing concerns I may have with the school's policies and procedures.

Please turn over to complete the form...

Head Lice

I agree for my child to be inspected for head lice as the need arises by designated staff at the school and outside healthcare employees.

YES

NO

Acknowledgement for School Approved Excursions (Within 1km Radius)

This form will be placed in a folder at the office as authorisation/prior consent for your child/ren to attend excursions within a 1km radius whilst your child/ren attends St Kilda Park Primary School. Please notify the school immediately if at any time these circumstances change.

I acknowledge my child/ren may attend school excursions and activities within a 1-kilometre radius of the school whilst they attend St Kilda Park Primary School.

Consent to Medical Attention

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,

Administer such first-aid as the teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian: _____ Date: _____

Family Statements

This school emails family/debtor statements.

STATEMENT OF INTENDED PURPOSE: statements issued via email, the email and any attachments will be confidential and will be intended solely for the information of the individual to whom it is addressed.

Signature of Parent/Guardian: _____ Date: _____

ST KILDA PARK PRIMARY SCHOOL



Photographing, Filming and Recording Students Consent Form and Collection Notice

During the school year, there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including for example: classroom activities, sports events, concerts, excursions and incursions, school camps. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camp experience/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom blogs.

St. Kilda Park Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our Statement of Commitment to Child Safety.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc.) do so in a respectful and safe manner and that any photos, video or recordings "images" of students are not publicly posted (e.g. to any social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 03 8598 6444 or email st.kilda.park.ps@education.vic.gov.au

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords)
- displays in school classrooms, on noticeboards etc.
- in the school's newsletter

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website
- on the school's social media accounts
-

Your child may be identified by their first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Opt Out

St Kilda Park Primary understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our *Photographing, Filming and Recording Students Policy* on the school website).

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, please complete your details, sign and date at the bottom of this page.

Tick the box below if you do not consent to St Kilda Park Primary School using photos, video or recordings of your child (named below) to appear in the following ways:

- I OPT OUT for use within the school community and in publications/locations that are publicly accessible** (e.g. in the school's communication, learning and teaching tools, on display around the school, on the school's website, in the school's newsletter on the school's social media accounts, in promotional material for the school, etc.)

Note:

- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*
- *Further information is available in the St Kilda Park Primary School Photographing, Filming and Recording Students Policy*

Name of student		Year level
Name of parent/carer		
Signature		
Date	____ / ____ / _____	