

## **HEATHERTON CHRISTIAN COLLEGE PRIVACY NOTICE**

### **Information about the Confidential Application for Enrolment and Confidential Medical Report Please read this notice before completing**

The Confidential Application for Enrolment asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Heatherton Christian College can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Heatherton Christian College are required by law to protect information provided by this application form.

#### **Student Background Information**

This includes information about a person's country of birth, language spoken at home and parent occupation. This information is collected so that the school receives appropriate resource allocations for their students. It is also used by the Education Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Education Department will not otherwise disclose the information to others without your consent or as required by law.

#### **Parents/Guardians**

Heatherton Christian College 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 the office to be kept on file. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Peter Cliffe, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

#### **Emergency contacts**

These are people that Heatherton Christian 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 Heatherton Christian College.

#### **Confidential Medical Report**

Health information is asked for so that staff at Heatherton Christian College 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. Heatherton Christian College depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

#### **Immunisation status**

This assists us in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.