PRIVACY COLLECTION STATEMENT

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

Information for parents and carers

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

For example, health information may be collected through the Student Wellbeing Officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Service officer or school-engaged psychologist, the required consent will be obtained. Our school also collects information provided by parents and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our 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 takes 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.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy:

https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx

PRIVACY COLLECTION STATEMENT

This policy applies to both the Libau and Illinois Campus and any difference between campuses is specified.

EVALUATION:

Policy last reviewed	07/06/2022
Approved by	Principal / School Council
Next scheduled review date	JUNE 2026