



## EMERALD SECONDARY COLLEGE

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# SECONDARY SCHOOLS PRIVACY NOTICE

*Information About The Enrolment Form.*

*Please Read This Notice Before Completing The Enrolment Form.*

This confidential enrolment form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Emerald Secondary College can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is asked for so that staff at Emerald Secondary College can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. Emerald Secondary College depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

Emerald Secondary 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 College. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

## Emergency Contacts

These are people that the 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 the College.

## Student Background Information

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

## Religious Affiliation

Emerald Secondary College does not provide religious education.

## Visa Status

This information is required to enable the College to process the student's enrolment.

## Updating your School Records

Please let the College know if any information needs to be changed, by sending updated information to the school office. During the student's time with Emerald Secondary College we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

## Access to the Student Record held by the School

In most circumstances the student can access records about them that are held by the College. 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.

*If you have any concerns about the confidentiality of this information please contact the Principal. The Department can also provide you with more detailed information about privacy policies that governs the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.*