



PRIMARY SCHOOL 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 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 Richmond Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Richmond Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

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

Richmond Primary School 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 Richmond Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Megan Smith if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that Richmond Primary School 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 Richmond Primary School.

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 Richmond Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan future educational needs in the area. So education is provided in the most appropriate way for each child.

Information about religious affiliation is collected so that appropriate resource allocations can be made for religious instruction while at school. This information may also be passed to the Department of Human Services for the purposes of the Victorian Equal Opportunity and Human Rights Act 2006.

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Information about your child's enrolment.

Information may be updated by sending updated information to the Department of Education & Training and you will receive copies of enrolment information.

Information may be used to arrange this. If anyone else, may require a Freedom of Information Act request to access this information.

Information about the Principal. Richmond Primary School is responsible for the collection and use of information.