



COBURG WEST PRIMARY SCHOOL

Primary School Privacy Notice - Information About The Enrolment Form

The school's 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 Coburg West Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Coburg West Primary School and the Department of Education and Training are required by law to protect the information provided by the enrolment form.

Health information is asked for so that staff at our school can properly care for you 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. Coburg West Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Our 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 Coburg West Primary School. 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 staff at our 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 Coburg West 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 Coburg West Primary School receives appropriate resource allocation 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, planning and resource allocation. All of the information is kept strictly confidential and the Department will not otherwise disclose the information to others without you consent or as required by law.

Immunisation Status

This assists our school 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.

Visa Status (Overseas Enrolment)

This information is required to enable us to process your child's enrolment.

UPDATING YOUR CHILD'S RECORDS

Please let Coburg West Primary School know if any information needs to be changed by sending updated information to the school office or utilising Compass. During your child's time with us we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.



ACCESS TO YOUR CHILD'S RECORDS

In most circumstances you can access your child's records. 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.

Coburg West Primary School utilised Compass. Compass is committed to compliance with commonwealth and state privacy legislation in addition to relevant departmental policies and guidelines.

The school has chosen to adopt Compass for a number of reasons which include but are not limited to:

- Immediate and timely access to personal information (including medical conditions, allergies and response plans).
- Immediate and timely access to parent contact information.
- Timely capability to communicate with parents and/or guardians in the event of emergency
- DISPLAN and emergency management checklists and summaries for the purpose of improving emergency management procedures and processes.
- Improving the security and compliance to student wellbeing and safety, including ensuring compliance with Safe Schools Program.
- Providing a mechanism for tracking onsite persons for security and emergency procedures
- Providing parents with timely access to information.
- Assist in improving compliance with DET policy and relevant legislation.
- Strengthen the home-school partnership.
- More easily identify students with Anaphylactic or other life threatening conditions.
- Reduced printing and postage costs.
- Increased student safety through improved arrival and sign in management.
- Compliance with Education Training and Reform Act to accurately monitor attendance of each student at the school.
- Compliance with Education Training and Reform Act to provide timely parent notification of unexplained absences from school, including details of class absence.

In alignment with our privacy policy, information is uploaded to our Compass portal to assist in the fulfilment of our duty of care to students, staff and visitors.

In alignment with our transborder flow obligations, Compass' data for our school is stored in Victoria and is managed in accordance with Victorian privacy law.

Mark Colagrande

PRINCIPAL