

Yarra Ranges Special Developmental School

SCHOOL PRIVACY NOTICE

School Information Update Please Read This Notice Before Completing

These confidential information forms ask for personal details 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 Yarra Ranges SDS can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Yarra Ranges SDS and the Department of Education & Early Childhood Education are required by law to protect the information provided by these forms.

Health information is asked for so that staff at our school can properly care for your child. This includes information about any medical condition your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Our school depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

We require 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 us. 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 Yarra Ranges SDS 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 us.

Media / Photo permission

In line with privacy guidelines, our school requires your permission to publish or display information which identifies your child. Permission form included in this pack.

UPDATING YOUR CHILD'S RECORDS

Please let us know if any information needs to be changed by sending updated information to the school office.

ACCESS TO YOUR CHILD'S RECORD HELD BY SCHOOL

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.

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 govern 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.