



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 Gladstone Views Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Gladstone Views Primary School and the Department of Education & Early Childhood Development are required by law to protect the information provided by this enrolment form.

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

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

Emergency Contacts

These are people that Gladstone Views 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 Gladstone Views 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 Gladstone Views Primary School 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, 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.

Immunisation status

This assists Gladstone Views Primary 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

This information is required to enable Gladstone Views Primary School to process your child's enrolment.

Updating your child's record

Please let Gladstone Views Primary School know if any information needs to be changed by sending updated information to the school office. Please contact the school office on (03) 93386083 or by email at gladstone.views.ps@edumail.vic.gov.au to update any information.