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 St Elizabeth's School can register your child and allocate staff and resources to provide for his/her educational needs. All staff at St Elizabeth's School and the Catholic Education Office are required by law to protect the information provided by this enrolment form.

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

St Elizabeth's 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 St Elizabeth's School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the principal, Christine Ash, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

**EMERGENCY CONTACTS**

These are people that St Elizabeth's 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 St Elizabeth's 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 St Elizabeth's School receives appropriate resource allocations for our students. It is also used by the Catholic Education Office to plan for future educational needs in the Melbourne Archdiocese. All of this information is kept strictly confidential and St Elizabeth's School will not otherwise disclose this information to others without your consent or as required by law.
IMMUNISATION STATUS

In line with government policy it is a general requirement of enrolment at St Elizabeth's School that all students be immunized. Information regarding the immunization status of your child assists St Elizabeth's School in managing health risks for all our children.

VISA STATUS

This information is required to enable St Elizabeth's School to process your child's enrolment.

UPDATING YOUR CHILD'S RECORD HELD BY THE SCHOOL

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

ACCESS TO YOUR CHILD'S RECORDS HELD BY THE SCHOOL

In most cases you can access your child's records. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others or where the release may result in a breach of the school's duty of care to the pupil. To make a request to access any information the school holds about you or your child please contact the principal in writing. The school may require you to verify your identity and specify what information you require. The school will advise the likely cost in advance.

If you have any concerns about the confidentiality of this information please contact the principal.

PRIVACY ACT - PHOTOGRAPHY & VIDEOS

The school’s compliance with the Privacy Act extends to the photographing and videoing of students in the school. Photographing and videoing of students at St Elizabeth's School falls into 2 categories;

1. Photographs and Videos taken by the school.
2. Photographs and Videos taken by parents/families.

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At St Elizabeth's School we celebrate the efforts of our children by mentioning their participation in school events and their achievements in our newsletter from time to time. Occasionally photographs will be included. We also include photographs of students on photo boards sent to local kindergartens and local kindergartens.
shopping centres for school promotional purposes. Our school website, Facebook page and other promotional material may also feature images of students and photographs of students. We employ professionals to video our Cross-Arts Performances. Additionally, we invite local press to some school events and they are expected to follow school policy on the publication of photos of students. In most cases your child is photographed as a member of a class and/or activity group. When this is the case we will not seek direct permission from you. When, however, a specific photo of your child may appear on a school brochure, school promotional material or in a local newspaper we will expressly seek your permission. If you have any concerns about how photographs of your child may be used by the school or would prefer your child not to be photographed and/or videoed it is important that you notify us in writing.

2. **Photographs and Videos taken by parents/families.**

There are many school events which parents and families like to photograph and/or video. The following are some examples;

- First day at school
- Performances at Cross Arts and/or Assembly
- Excursions
- Twilight School
- School Sports
- First Communion etc.

In the process of taking these photographs and/or videos images of your child may be taken. Again, if you would prefer your child not to be photographed and/or videoed it is important that you notify us.

Please note that there will be occasions when the school will reserve the right not to allow parents/family members to photograph and/or video school events. This will particularly be the case when the solemnity of the celebration may be compromised e.g. Confirmation and/or there are safety concerns e.g. blocking entrances, exits and/or aisles.

Thank you for your understanding and cooperation.