

During the ordinary course of your child's attendance at Athol Road Primary School, staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the School context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the School may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the Athol Road Primary School welfare officer or wellbeing staff member. If your child is referred to a specific health service at Athol Road Primary School, such as a Student Support Services officer, the required consent will be obtained. Athol Road Primary School also collects information provided by parents, guardians and carers through the Athol Road Primary School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Athol Road Primary School may use online tools, such as apps and other software, to collect and manage information about your child. When Athol Road Primary School uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable Athol Road Primary School to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

Athol Road Primary School staff will only share your child's personal or health information with other staff who need to know to enable the School to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government School, personal and health information about that student will be transferred to that next School. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of Athol Road Primary School (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Athol Road Primary School values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by Athol Road Primary School about you or your child, see our Athol Road Primary School's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our Athol Road Primary School. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.