SECONDARY SCHOOL PRIVACY NOTICE

Information about the Enrolment Form.
Please Read This Notice Before Completing The Enrolment Form.
For Accuracy and Completeness both the student seeking enrolment
And A Parent/Carer Should Complete The Form

This confidential enrolment form asks for personal information about the student, family members and others
that provide care for them. The main purpose for collecting this information is so that Rosebud Secondary
College can register the student and allocate staff and resources to provide for their educational and support
needs.

Health information is asked for so that staff at Rosebud Secondary College can properly care for the student.
This includes information about any medical condition or disability the student may have medication they may
rely on while at school, any known allergies and contact details of the student's doctor. Rosebud Secondary
College depends on all relevant health information being provided because withholding some health information
may put the student’s health at risk.

Rosebud Secondary College 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 Rosebud Secondary College. Please tell us as soon as possible about any
changes to these arrangements. Please do not hesitate to contact the Principal, Rosebud Secondary College, if
you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts
These are people that Rosebud Secondary College 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 Rosebud Secondary College.

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 Rosebud Secondary College 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, reporting, 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.

Visa status
This information is required to enable Rosebud Secondary College to process the student’s enrolment.

Updating Your School Records
Please let Rosebud Secondary College know if any information needs to be changed by sending updated
information to the school office. During the student’s time with Rosebud Secondary College we will also send
home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

Access To The Student Record Held By School
In most circumstances the student can access records about them that are held by Rosebud Secondary College.
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. Rosebud
Secondary College can also provide you with more detailed information about privacy policies that govern the
collection and use of information requested on this form. This form is available on request.