SECONDARY SCHOOL PRIVACY NOTICE

The Nossal High School 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 Nossal High School 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 Nossal High School 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. Nossal High School depends on all relevant health information being provided because withholding some health information may put the student’s health at risk.

Nossal High 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 Nossal High School. 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 Nossal High School may need to contact in an emergency (must be different to the Primary Family). Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Nossal High 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 Nossal High 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, reporting, planning and resource allocation. All of this information is kept strictly confidential and DEECD will not otherwise disclose the information to others without your consent or as required by law. Please refer to the Nossal High School Privacy Policy online at www.nossalhs.vic.edu.au

Visa Status
This information is required to enable Nossal High School to process the student's enrolment.

Electronic Attendance System & Biometric Scanning
To ensure the most accurate and up to date attendance system, Nossal High School has chosen to use an electronic attendance system that offers Biometric Scanning. The Biometric Scanner does not register a finger print, rather it constructs a unique algorithm or template (a series of linked dots) for each student by scanning their fingerprint. Although the computer software uses the fingerprint for personal identification, it does not store a copy of the fingerprint. The template is digitized and encrypted ensuring the privacy of each person. The finger print cannot be reconstructed, replicated or delivered to any agency – governmental or otherwise. Please visit our website http://nossalhs.vic.edu.au/resources/2015-enrolment-information and refer to our Privacy Policy for more detailed information regarding the biometric system.

Updating Your School Records
Please let Nossal High School know if any information needs to be changed by sending updated information to the school office in writing or by email. During the student’s time with Nossal High School we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes. It is imperative we have the current email address of parents.

Access to Student Records Held By the School
In most circumstances students and parents can access their personal records held by Nossal High School. 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. All information collected is kept strictly confidential and is not disclosed to others without your consent. If you have any concerns about the confidentiality of this information, please contact the Principal. Nossal High School can also provide you with more detailed information about DEECD privacy policies that govern the collection and use of information requested on this form.

Security Cameras
Nossal High School has installed security cameras that provide 24 hour monitoring of school grounds, corridors and some classrooms. Images captured by the cameras are stored temporarily and are only able to be viewed by the Principal or an accredited staff member should there be a legitimate need.