



KYNETON
HIGH SCHOOL

1-9 Epping Street, Kyneton VIC 3444

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E kyneton.hs@edumail.vic.gov.au

Privacy Notice

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

The 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 Kyneton High School.

Emergency Contacts

These are people that Kyneton High 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 Kyneton 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 we receive appropriate resource allocations for our 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 Kyneton High School to process the student's enrolment.

Updating your school records

Please let us know if any information needs to be changed by sending updated information to the school office. Please contact the school on 03 5421 1100 or by email: kyneton.hs@edumail.vic.gov.au to update your records. During the student's time with us 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 the school

In most circumstances the student can access records about them that are held by us. 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. The High School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. The Kyneton High School privacy policy is available on www.kynetonhigh.vic.edu.au.

