

# HEANY PARK OUT OF SCHOOL HOURS CARE

Heany Park Primary School, Buckingham Drive, Rowville 3178  
Contact:- Sue Houghten 0418 587 460

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## 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 the Out of School Hours Care program can register your child and cater for their individual needs.

Health information is asked for so that staff at the Out of School Hours Care Program 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 whilst at the program, any known allergies and contact details of your child's doctor. The Out of School Hours Care program depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

The Out of School Hours Care Program requires information about all parents, guardians or carers so that we can take account of family arrangements. A copy of a Family Court Order setting out any access restrictions and parenting plans should be made available to the Program. Please tell us soon as possible about any changes to these arrangements. Please do not hesitate to contact the Co-ordinator, Sue Houghten, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

### **Authorised Nominees**

Authorised Nominees are people that the Out of School Hours Care staff may need to contact in an emergency. It is also a legal requirement to hold information on people that are authorised to collect your child. Please ensure that the people named are aware that they have been nominated as emergency contacts or authorised nominees. They need to agree to their details being provided to the Out of School Hours Care program.

### **Student Background Information**

This includes information about a person's country of birth, aboriginality, language spoken at home, any diagnosed disability and parent occupation. This information is collected so that the Out of School Hours Care program can adhere to the Family and Community Services Priority of Access, it is also used by the Department of Family and Community Services for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Program will not otherwise disclose the information to others without your consent or as required by law.

### **Immunisation Status**

This assists the Out of School Hours Care program in managing health risks for children.

### **Children's Interests**

This information is requested so that the Out of School Hours Care program can plan activities and experiences according to individual children's interests.

### **Updating Your Child's Records**

Please let us know if any information needs to be changed by speaking to one of the Out of School Hours Care staff members, so that your records can be kept up to date.

### **Access to Your Child's Records Held at the Program**

You have a right to view the records held in regard to yourself and your child and may request this via the Co-ordinator. You will be asked to complete a "Request for Access" form outlining the reason for the request. If the request is reasonable, according to the Privacy Act 1988, access will be provided within 30 days of application. The service has a right to refuse access to files based on the terms specified in the Privacy Act 1988.

*If you have any concerns about the confidentiality of this information please contact the Out of School Hours Care Co-ordinator.*