



Annual Privacy Reminder

Dear Parents and Carers,

There are times where student and parent information will be stored securely on online services. The following document outlines what information is stored and why it is required.

What type of online services are used at our school?

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

- Teaching and learning
- Communication and engagement with parents
- Student administration
- School management
- Other purposes stated in the [School's Privacy Policy](#)

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes or where permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

Please read the Privacy Collection statement at the end of this document.

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the [Information Privacy Principles](#). Our school takes steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

What content and materials will be shared through the online services?

Students may have the ability to create, store and share any school work related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

What school policies and support apply to these services?

The following school policies and documents apply:

iPad & Technology User Agreements, Digital Learning Policy and the Photography & Filming Policy. These will be used to inform the school community on acceptable behaviours.

If you wish to request access to you or your child's information, or have any questions, please contact Tim Murtagh on 9305 6639.

Online services used for multiple purposes:

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass	* teaching and learning * parent communication and engagement * student administration * school management	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health and Welfare Information Student Behavioural Information Student Assessment eCases ID Parent Details	Australia	Student Teacher Administrator Parent
QKR	* school management (online payment system)	Student Full Name Student Class Parent Details	Overseas	Parent
SeeSaw	*student work *assessment	Student Full Name Year Level Class	Australia	Administrator Teacher

Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes:

Online Service	Purpose	Information type	Data Storage Location	Accounts
G-Suite for Education (DET brokered)	*teaching and learning *student collaboration *student engagement	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment	Overseas	Student, Teacher Administrator
Microsoft Office (DET brokered)	*teaching and learning *student collaboration *student engagement	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work	Overseas	Student, Teacher, Administrator
MineCraft EDU	*teaching and learning *education	Student Full Name Student Email	Overseas	Teacher, Student
CoSpaces	*teaching and learning *education	Student Full Name Student Email	Overseas	Teacher, Student

Canva	*teaching and learning*education	Student Full Name Student Email	Overseas	Teacher, Student
ClassCraft	*teaching and learning*education	Student Full Name Student Email Student Year level	Overseas	Teacher, Student
Other online services used for short periods Including: -Scratch -TinkerCAD -Epic!	Various subjects	Student First Name (and Initial) Student Class Student Work	Victoria, Australia or Overseas	Teacher, Student

**PRIMARY SCHOOL
PRIVACY INFORMATION for parents, guardians and carers**

During the ordinary course of your child's attendance at our school, 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 school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents, guardians and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

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 the 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.

Our 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 the school about you or your child, see our 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 school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

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