

Privacy Statement – Safe and supervised sites

The Education Directorate, through your child’s school holds information about your child relating to their personal circumstances, including how their individual needs are supported in the school environment. This information may include both “personal information” for the purposes of the *Information Privacy Act 2014* and “personal health information” for the purposes of the *Health Records (Privacy and Access) Act* 1997.

In response to the impacts of the COVID-19 pandemic, ACT Government schools will be providing remote learning for all children commencing in term 2. For those children who are unable to learn from home for any reason, a number of safe and supervised sites have been established from which children may engage in remote learning.

The support model available through these sites is a model that shares supervision responsibility between the Education Directorate staff (teachers, Learning Support Assistants etc.) and service providers, including out of school hours care and disability support providers.

This support model includes:

* Site/School Manager;
* Education Directorate staff; and
* Contracted Out of School Hours Care or disability support provider

In order to provide adequate support to your child, particularly where your child has additional and essential support (including health or disability support) requirements it is important that education staff are able to disclose information about your child’s needs (including personal information and personal health information) to the service provider who will be responsible for their care. Disclosing this information will assist with ensuring the health and safety of your child whilst attending school sites as well as managing the Education Directorate’s obligations under the *Work Health and Safety Act 2011.* All service providers are required to comply with the *Information Privacy Act 2014* and the *Health Records (Privacy and Access) Act* 1997 in relation to any personal information or personal health information disclosed to them about your child.

Additionally, personal information or personal health information collected in the course of providing services at the safe and supervised sites by either Education Directorate staff or the contracted OSHC or disability support providers may be shared between Education Directorate staff or the contracted OSHC or disability support providers as appropriate or necessary for the delivery of the service.

To enable information about your child to be disclosed as detailed above, your consent is required. A consent form is attached (Attachment A). Please fill out and provide the form to the front office at your nominated safe and supervised site when your child commences attending your nominated site.

The Education and Training Directorate collects, holds, uses and discloses personal information and personal health information to carry out its functions or activities under the following legislation:

* *Public Sector Management Act 1994*
* *Education Act 2004*
* *Children and Young People Act 2008*
* *Training and Tertiary Education Act 2003*
* *Education and Care Services National Law (ACT) Act 2011*
* *Information Privacy Act 2014*
* *Freedom of Information Act 1989*
* *Territory Records Act 2002* and
* *Health Records (Privacy and Access) Act 1997.*

Further information about how the Education Directorate manages your child’s information is available on the Education Directorate [website](https://www.education.act.gov.au/functions/privacy). If you need assistance with filling out this form, contact please see your site manager.



Attachment A: Consent to release information/ personal health information - Safe and supervised sites

**NAME OF PARENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF CHILD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**USUAL SCHOOL SITE ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAFE AND SUPERVISED SITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOMINATED SERVICE PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **CONSENT TO COLLECT, USE AND DISCLOSE PERSONAL HEALTH INFORMATION/PERSONAL INFORMATION ABOUT MY CHILD/ME** | | |
|  | I consent to the above nominated service provider collecting, using and disclosing personal health information/personal information about myself and my child as provided for in the enclosed Privacy Statement - Safe and Supervised Sites. I understand that the types of personal health information/personal information referred to may include (but is not limited to): | |
|  | * General personal details (age, gender, sex, DOB, address etc) * Emergency contact details * Work skills and employment history * Correspondence, Incident and Accident Reports * Medical information (disease, ailment, condition or disability, including any associated treatment or management) | * Medication, treatment, management or care requirements * Any health management plans that may be in place * Support requirements, including learning or behaviour management plans that may be in place |
|  | I do NOT consent tothe service provider collecting, using and disclosingpersonal health information/personal information about my child/me. | |
| **PERMISSION TO COLLECT, USE AND DISCLOSE PERSONAL HEALTH INFORMATION/PERSONAL INFORMATION ABOUT MY CHILD/ME** | | |
|  | I consent to the Education Directorate collecting, using and disclosing personal health information/personal information about myself and my child as provided for in the enclosed Privacy Statement - Safe and Supervised Sites. | |
| I wish the timescale for this release of information to be restricted to: | | |
|  | Date \_\_\_\_/\_\_\_\_/\_\_\_\_ please specify; or | |
|  | Until ordinary schooling resumes. | |
|  | I do NOT give consent for the collection, use and disclosure of information about my child/me | |
| **PERMISSION TO RELEASE PHOTOGRAPHS/VIDEO** | | |
|  | I give the Education Directorate and the identified Service Provider permission to release photographs/video footage of my child for the purposes of:   * Promotional material (hard copy and online) * Social media * Website | |
| I wish the timescale for the use of photographs/video footage to be restricted to | | |
|  | Date \_\_\_\_/\_\_\_\_/\_\_\_\_ please specify | |
|  |  | |
|  | Until ordinary schooling resumes | |
|  | I do NOT give permission to release photographs/video | |

## **SIGNED**

|  |  |
| --- | --- |
|  |  |
| *Carer/Guardian/Parent* | *Date* |

## **PRIVACY AND CONFIDENTIALITY STATEMENT**

The Education Directorate strictly complies with the requirements of the *Information Privacy Act 2014* and the *Health Records (Privacy and Access) Act* 1997 and the follows strict guidelines regarding the collection, storage, use and disclosure of personal information and personal health information in order to protect childs and their parents’ rights to confidentiality and privacy. Further information about the Education Directorate’s approach to privacy is available on the Education Directorate [website](https://www.education.act.gov.au/functions/privacy).