

PRIVACY NOTICE

APPLICATION FOR YEAR 7 PLACEMENT 2020 FORM

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian public schools.
2. The primary school may pre-populate sections of the attached *Application for Year 7 Placement* form (*the Application*) from information already held in its records.
3. The *Application* asks for personal information such as your child's given name, family name, date of birth, gender and permanent residential address which are necessary to ensure that:
 - a. you are provided with as much choice as possible
 - b. all children who require a place in a Victorian public school for Year 7 are provided with one
 - c. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a public secondary school currently being attended by an older brother or sister who lives at the same permanent residential address, and who will still be attending the said school in 2020, please identify the school's name, sibling's name, and future year level of the sibling in the *Application*.
5. In order to assist the primary school to properly manage the Year 7 placement process, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
 - a. Contact phone numbers
 - b. Permanent residential address
 - c. Emergency contact details
 - d. Copies of court orders and/or parenting plans including all Family Law Court Orders.
6. Once a Year 7 placement offer has been made by a public secondary school, personal and health information about your child will be sent to that school electronically through the Department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian public schools to support school administration, finance and central reporting.
7. When a Victorian public school student has been accepted at another Victorian public school, the school may request additional information about your child's educational abilities, interests and skills. The primary school may also provide to the secondary school personal and health information about each student in non-electronic formats.
8. Transferring personal and health information to a student's next Victorian public school is in the best interests of students because it assists that next school to provide optimal education and support to each student.
9. Personal and health information about students will only be shared with school staff who need to know that information to educate or support the student, to fulfil legal requirements or where permitted by law.
10. If you require further information concerning transfer of your child's information, please contact your child's primary school.