introduction

Ballarat & Clarendon College is implementing this policy to ensure that all personal information regarding students that is recorded by the College, is kept current and accurate, and that the College has any supporting documentation to support any change of details in the event of dispute regarding information on file. This policy is also in place to ensure that while meeting the principles in the Privacy Policy, the College will allow both residential and non-residential parents access to student information and records.

policy

Both residential and non-residential parents have equal rights to access a child’s records, including but not limited to reports, based on the National Privacy Principles and the College Privacy Policy.

Therefore, except in the circumstances where a court has decided that disclosure of student records may cause reasonable risk to the child, the College will abide by current legislation and will not become involved in estranged family disputes.

In the event that a student’s personal information is to be updated/changed, the College requests that parents/guardians complete all relevant and associated paperwork and provide the College with any supporting documentation with regard to:

- family status (relevant court order);
- financial status (payment of school fees);
- living arrangements (change of address, telephone);
- health/medical position (prescribed medication, allergies etc);
- parental approval (transport, excursions, camps, absence, lateness).

These forms are available by contacting the appropriate school office. These forms assist the College in ensuring that information is correctly supplied to parents/guardians and that the College is keeping in line with directions from parents/guardians.

Student details cannot be changed by any member of staff without written consent signed or approved by both parents and/or guardians, except when court, or other relevant documents can be produced to support the required changes.

Information that is recorded during discussions between the College counsellor and the student will remain confidential unless the College reasonably believes that it is necessary to lessen or prevent a serious or imminent threat to a student's life, health or safety.

Students wishing to seek changes to how their personal details are distributed should seek special consideration from the Principal.

Supporting Documentation: Change of Details Form
Parental Approval Form
Medical Forms
Mandatory Reporting Policy
College Web Page

Point Of Contact: Principal
Responsibility of: Principal
Created: October 2004
Date of Last Review: October 2007
Date of Last Amendment: November 2004
Date last published: January 2011