

# Privacy Notice

## Application for Year 7 Placement 2025

1. The Department of Education (the department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections 1 to 4A of the attached *Application for Year 7 Placement 2025* form (the Application), before providing it to you, 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 government school for Year 7 are provided with one in accordance with the *Education and Training Reform Act 2006*
  - c. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a government secondary school currently being attended by a sibling who lives at the same permanent residential address, and who will still be attending the said school in 2025, please identify the school's name, sibling's name, and 2025-year level of the sibling in the Application.
5. You are requested to provide details about your child's placement in a non-government school or intention to home school your child, including the name of the non-government school and whether the placement is confirmed. This information will be used to assist with the planning of placements in government schools and ensure your child has a confirmed placement in a school.
6. To assist 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. parent or carer details, including contact phone numbers and email addresses
  - b. permanent residential address
  - c. copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders and Child Protection Orders and/or an Informal Carer Statutory Declaration.
7. When a Victorian government school student has been accepted at another Victorian government 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 government schools to support school administration, finance, and central reporting.
  - the school may request additional information to support your child's wellbeing or safety, including information about educational abilities, interests, and skills. Non-electronic records containing your child's personal and health information may also be transferred at this time.
8. When a non-government student has been accepted at a Victorian government school, the school may request additional information about your child's educational abilities, interests, skills, or other relevant information from your child's primary school, to support your child's wellbeing or safety. This includes personal and health information about each student. Information will be disclosed subject to consent unless such disclosure is authorised or required by law.
9. Transferring personal and health information to a student's Victorian government school is in the best interests of students because it assists that next school in providing optimal education and support to each student.
10. If your child is transitioning to a non-government school for Year 7 in 2025, the receiving non-government school may request personal and health information about your child. Subject to consent, or unless such disclosure is required or authorised by law, your child's government primary school will transfer this data.
11. 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.
12. All information received by the department will be securely stored and handled in accordance with the Privacy Policy: [www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)
13. You can review the department's privacy collection notice at: [www.education.vic.gov.au/Pages/privacy.aspx](http://www.education.vic.gov.au/Pages/privacy.aspx). This notice explains how the department, including Victorian government schools, handles personal and health information.