

# student details policy

## introduction

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

Therefore, except in circumstances where a Court Order provides otherwise, Clarendon will abide by current legislation and will not become involved in estranged family disputes, by restricting access to student information and records unless it is in the best interests of the students to do so.

In the event that a student's personal information is to be updated/changed, Clarendon requests that parents/guardians update the necessary information via the connect@Clarendon intranet and provide Clarendon with any supporting documentation such as:

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

Student details cannot be changed by any member of staff without written consent signed 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 contact the Principal.



Owner:- Principal	Approved:- Board	Student Details policy	
Date Created:- October 2004	Last Review:- May 2019	Next review:- 1 Dec 2023	Page <b>1</b> of <b>1</b>