

2014 Participation and Privacy Consent Form (Schools and Early Childhood Settings)

Welcome to the 10th annual Victorian Premiers' Reading Challenge. Reading is an essential life skill for everyone and the Challenge encourages families to be actively involved in supporting children to read. The Challenge invites children and young people to read a set number of books and record their efforts online. It's a great way to get them talking about reading with friends and family, and pushing themselves to read as many books as they can. Join the Challenge today and discover new authors, get expert tips, book recommendations and more.

To find out more about the Challenge and access the booklist visit: www.education.vic.gov.au/prc

What's the purpose of this form?

This form provides you with information about how your child can register to participate in the Challenge. If you would like your early childhood setting or school to register for you, you will need to complete this form, giving your consent for your child to participate and for the service or school to disclose your child's personal information to the Department of Education and Early Childhood Development (the Department).

If you would like to participate from home instead, please register your child by visiting: www.education.vic.gov.au/about/events/prc/Pages/childregister.aspx

Please read each part of this form carefully. If you do not understand any part of this form, or you need more information, please speak to the Challenge Coordinator at your child's early childhood setting or school or contact the PRC Challenge Coordinator at the Department on (03) 9637 3624 or readingchallenge@edumail.vic.gov.au.

Privacy Protection

The Department values the privacy of every individual and is committed to protecting all personal information it collects in accordance with the *Information Privacy Act 2000 (Vic)*. This law sets out what the schools, services and the Department must do with personal information that is collected, used, handled and destroyed.

Personal information includes information which is capable of identifying an individual, such as an individual's name and address.

Collection, use, disclosure and storage

If you provide your consent your early childhood setting or school will collect and disclose your child's first and last name, and the name of the early childhood setting or school to the Department. The Department will then:

- use the information to register your child and to generate an online account (through which school age children can record the books that they read);
- publish your child's name and year level on its online Honour Roll at the completion of the Challenge located at: www.education.vic.gov.au/prc and
- give the name of your child to Finsbury Green Pty Ltd ABN 52 007 743 151 who will then disclose to a third party for the purpose of printing Certificates of Achievement.

Your child's name and the name of your early childhood setting or school will not be used for any other purpose, unless you provide further consent, or it is permitted by law.

Access to information and withdrawal of consent

The Department will endeavour to ensure that any personal information held about your child is up to date and accurate. You can access, correct and withdraw personal information held by the Department by written request Department's Privacy Unit on: privacy.enquiries@edumail.vic.gov.au

in accordance with the Department's Information Privacy Policy located at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

Withdrawing consent means that your child's information will not be used or disclosed as described above. Please be aware that withdrawal of your consent may not be possible where the name of your child has been published and is in the public domain.

Your Authority and Consent

By signing below you:

- confirm that you have read this Participation and Privacy Consent Form;
- give permission for your child to participate in the Victorian Premiers' Reading Challenge;
- consent to the use and disclosure of your child's personal information described above but only where you have elected the below privacy purposes (**Privacy Purposes**) with a tick:
 - generation of an online account;
 - publication of child's name in the online Honour Roll and
 - printing of a certificate of achievement; and

understand that the consent for the use, disclosure and storage of personal information may be withdrawn at any time, but that the withdrawal of this consent may not be possible where that information has been published and is in the public domain.

Name of Child	
Year/Class	
Student Certificate Name (Only required if different from name given above)	
Name of parent/guardian/carer	
Relationship to Child	
Signature of parent/guardian/carer
Date	___/___/___

* see attached FAQ sheet for a description of who can provide consent

2014 Participation and Privacy Consent Form - Frequently Asked Questions

Some general questions are outlined in this part. If you would like more general information you may wish to read the Department's Information Privacy Policy located at:

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

The Department's Information Privacy Policy contains information on how we:

- manage personal information
- protect data quality and security
- retain personal and health information
- transfer personal and health information.

Alternatively, you may wish to contact the Department's Privacy Unit on:

privacy.enquiries@edumail.vic.gov.au

Who can sign this Participation and Privacy Consent Form?

If you are or the child and you are under 18 years of age and not considered a mature minor – one of the following people can sign this Participation and Privacy Consent Form whichever is applicable in the individual circumstances):

- person who has parental responsibility for "major long term issues" as defined in the *Family Law Act 1975* (Cth)
- a person appointed as "guardian" pursuant to the *Children Youth and Families Act 2005* (Vic)

Where neither of the above people are available or cannot be contacted, consent may be obtained in the following ways:

1. Informal Carer

An Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. See the School Policy Advisory Guide for information on informal carers:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>.

2. Mature Minor Children

If you are or the child is under 18 years of age but is considered a mature minor, he or she is able to sign their own consent form. See the School Policy Advisory Guide for information on mature minors at:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/parentalresponsibility.aspx>

3. Court Appointed Guardian

If you or the child have a person appointed as a "guardian" pursuant to the *Guardianship and Administration Act 1986* (Vic), the guardian should sign the consent form.

What happens if a new partner of a parent or a de-facto wants to sign the form?

Only a person with parental responsibility, a legal guardian or informal carer can sign this form. A new partner or de-facto partner of a parent cannot sign this Participation and Privacy Consent Form.

What will the early childhood setting or school do with this form?

The original form and documentary evidence relating to parental responsibility, guardianship or informal carer status must be retained by the early childhood setting or school to demonstrate consent was appropriately given.

For other information about retention of personal information see the Department's Information Privacy Policy located at:

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

Can I withdraw consent?

Consent may be withdrawn at any time by writing to the Department's Privacy Unit on:

privacy.enquiries@edumail.vic.gov.au