



TOOLERN VALE AND DISTRICT PRIMARY SCHOOL 2015

POLICY:

PRIVACY

POLICY COORDINATOR:

THE PRINCIPAL

Rationale:

All staff are required by law to protect the personal and health information the school collects and holds

Purpose:

To collect, handle, use, store and disclose personal and health information of staff and students in a manner compliant with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

Definitions

Personal information – means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably be determined from the information or opinion. For example this includes all paper records, photographs and video recordings.

Health Information is defined as including information or opinion about a student's physical, mental or psychological health or disability, which is also classified as personal information. This includes information about a person's health status and medical history whether recorded or not.

Sensitive information is defined as information or opinion relating to a person's racial or ethnic origin, political opinions, religion, union membership, sexual preferences or criminal record that is also classified as personal information about an individual.

In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.

Parent - includes step parent, guardian or a person who has custody or daily care and control of the child.

Staff is defined as someone who carries out a duty of care on behalf of the School, paid or unpaid, or who is contracted to, or directly employed by the school or Department of education and training. Information provided to a school through job application is also considered staff information

Guidelines:

The school will collect and hold personal information to:

- Keep parents informed about their child's schooling
- Look after educational, social and health needs of each child.
- Celebrate the efforts and achievements of students
- Day to day administration
- Satisfying the school's legal obligations
- Allow the school to discharge its duty of care.

Staff – The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- assess the suitability for employment
- administering a contract
- for insurance purposes
- satisfying legal requirements
- investigating incidents or defending claims.

The school will use and disclose personal information when:

- it is required for general administration duties
- it relates to the purpose for which it is collected
- if the person consents
- it is necessary to lessen or prevent a serious threat to life, health or safety
- it is required by law.

The school will seek consent from the appropriate person if disclosure of information is required. In the case of Primary students this will be the parent or guardian.

A staff member, parent or student may seek access to their personal information.

The school will regularly update information as received.

School staff and students will use Information Technology in compliance with the Acceptable use Policy DET and the ICT security policy DET.

Complaints will be investigated in accordance with DETs Privacy Complaints Handling Policy

Implementation

All staff at our school will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of DET Privacy Bulletins and other information as they become available, and will made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.

The Principal will ensure that the school:

- **COLLECTS** only information the school needs.
- **INFORMS** people why the information is needed and how we will use it.
- **DISCLOSE** only the information that is necessary for the purpose of the service.
- **ACCESS** – providing people with access to their own records.
- **SECURES** information against unauthorised use or disclosure.

All information collected at our school (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.

All collected information at our school will be retained in either the fireproof safe (in the case of staff), or in the secure storage in the office as appropriate, or either disposed of or transferred to the Public Record Office of Victoria after use consistent with the Public Record Office Standard (PROS) 01/01.

All relevant information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in a secure storage area.

All electronic data will be maintained, stored and transmitted in accordance with DET requirements and expectations.

All records will be maintained and kept up to date by office administration staff.

All requests (including requests by staff) for information stored at school must be made to the principal or his/her delegate.

All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents about their

children, or information requested by staff in the course of their work about students) will be referred to the principal and possibly the Freedom of Information Unit.

Under no circumstances, will personal private information be disclosed to unauthorised people.