

PRIVACY

POLICY

Rationale:

Protecting the personal and health information of staff, School Councillors, students, volunteers and authorised people is a serious moral, professional and legal responsibility that our school recognises and accepts.

Aims:

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*.

Implementation:

- To protect individuals from harm resulting from misuse of their information.
- To promote effective service delivery by encouraging full and frank information provision.
- All staff at our school will be provided with and made aware of DET Privacy Bulletins and other information as they become available, and will be made aware of, and reminded of their individual and collective duty of care regarding Privacy as required, in accordance with the Professional Code of Conduct and Australia Institute for Teaching and School Leadership (AITSL) Standards.
- While Privacy legislation is detailed, practising Privacy involves:
COLLECTING only information the school needs.
INFORMING people why they need the information and how we will use it.
DISCLOSING only the information that is necessary for the purpose of the service.
ACCESSING – providing people with access to their own records.
SECURING 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 the secure storage, 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 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 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.
- Photos of students will only be used with the permission of parents.

Related Documents:

- [Schools Reference Guide](#)
- [Privacy Notice.doc](#)
- Information Privacy Act
- Regional Privacy Guide

Evaluation:

To be reviewed every three years or as required by developments in relevant legislation or DET requirements etc.

Signed:

School Council President

School Principal

This policy was last ratified by School Council in....

August, 2017