

PRIVACY POLICY

Rationale:

Protecting the personal and health information of staff and students 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:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- All staff at our school will be provided with up to date professional learning in relation to Privacy, through information provided by Department of Education (DET) and reminded of their individual and our collective duty of care regarding Privacy as required.
- While Privacy legislation is detailed, practising privacy involves:
COLLECTING only information the school needs.
INFORMING people why you need the information and how it will be used.
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.
- In the case of staff, all collected information at our school will be retained in the secure filing cabinet or in the secure compactus 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 (e.g. enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure storage.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education and Training 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.

Evaluation:

This policy will be reviewed in line with best practice and DET guidelines.