



# REQUEST FOR INFORMATION POLICY

## PURPOSE

To assist Plenty Parklands to determine when to disclose information about students to persons or entities external to the school and the Department of Education and Training (DET); as appropriate.

## POLICY

Schools frequently receive requests for information about students from a variety of sources. Schools must follow this policy when responding to such requests. This policy is consistent with Victorian privacy and information sharing law.

Before disclosing any information, school must be satisfied as to:

- the identity of the person seeking information (full name, position and organisation, if any)
- exactly what information is being sought
- the reason that the person or organisation is entitled to request and receive this information, and is entitled to access the information.

If there is any uncertainty about a request for information schools should contact the Legal Division by telephone on 9637 3146 or email [legal.services@edumail.vic.gov.au](mailto:legal.services@edumail.vic.gov.au)

## EVALUATION

This policy will be reviewed in line with best practice, new legislation and guidelines.

## REVIEW CYCLE

This policy is scheduled for review in **2023**

**Endorsed by School Council in June 2020.**