

SOUTH YARRA PRIMARY SCHOOL

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

- Our school collects and holds personal information about students, parents and staff.
- The Victorian privacy laws, the *Information Privacy Act 2000* and *Health Records Act 2001*, provide for the protection of personal and health information.
- Privacy protects individuals from harm resulting from misuse of their information.
- Under no circumstances, will personal private information be disclosed to unauthorised people.
- The purposes for which the school uses personal information of **students and parents** includes keeping parents informed about matters related to their child's schooling, looking after students' educational, social and health needs, day-to-day administration, satisfying legal obligations, and allowing the school to discharge its duty of care.
- The purposes for which the school uses personal information of job applicants, **staff and contractors** includes assessing the suitability for employment, administering the individual's employment or contract, for insurance purposes, such as public liability or WorkCover, and satisfying the school's legal requirements and duty of care responsibilities.
- The school will use and disclose personal information about a **student, a parent or a staff member** when it is required for general administration duties and statutory functions, when it relates to the purposes for which it was collected, and for a purpose that would be reasonably expected by the individual and when there is no reason to believe they would object to the disclosure. As the school aims to keep personal information it holds accurate, complete and up-to-date, an adult may update their own personal information or the information of their child by contacting the office administration staff.
- All relevant information and records relating to students, parents or families or contractors (e.g.: enrolment forms, consent forms, assessments, psychological reports, academic reports etc.) will all be retained in the secure filing cabinet in the office.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education requirements and expectations. All staff and students will be provided with confidential passwords and access codes to protect their private work and information that exists on the schools on-line management system and digital storage retrieval systems.
- The school can disclose personal information when the person consents or when it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or is required by law, or for law enforcement

1. Refer to:

a) *Internal Controls for Victorian Government Schools*

<http://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Internal%20Control%20document%20v3.2.pdf>

2. SYPS Guidelines for Internal Controls

purposes. As we are a primary school we will generally seek the consent of parents / guardians and will treat consent by the parent / guardian as consent given on behalf of the student.

- A parent, student or staff member may seek access to personal information, as provided by them, which is held by the school. All requests (including requests by staff) for private and confidential information stored at school must be made to the Principal or his/her delegate.
- All requests for information outside of those relating to general administration duties and statutory functions will be referred to the Principal and where applicable, the Freedom of Information Unit.
- Any complaint about personal information privacy will be investigated in accordance with *DET's Privacy Complaints Handling Policy*.

Evaluation

To be reviewed as required by developments in relevant legislation or Department of Education requirements.

THIS POLICY WAS RATIFIED BY SCHOOL COUNCIL ON MAY 16, 2017.

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 - a) *Internal Controls for Victorian Government Schools*
<http://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Internal%20Control%20document%20v3.2.pdf>
2. SYPS Guidelines for Internal Controls