

MANIFOLD HEIGHTS PS 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.
- 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, parent and staff** when it is required for general administration duties and statutory functions, it relates to the purposes for which it was collected, and for a purpose that would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.
- The school can disclose personal information for another purpose when the person consents, or 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 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 their personal information, provided by them, that 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.
- 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 (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in the secure compactus storage in the office.

- 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.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education & Training 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 various intranet, on-line, and digital storage retrieval systems.
- Any complaint about personal information privacy this will be investigated in accordance with *DET's Privacy Complaints Handling Policy*.

Evaluation:

- This policy will be reviewed as part of the school's four year review cycle.

This policy was last ratified by School Council in	May 2017
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