

PRIVACY POLICY

This policy complies with the Victorian Department of Education and Early Childhood Development (DEECD) privacy legislation.

RATIONALE:

All staff of Findon Primary School is required by law to protect the personal information the school collects and holds. The Victorian privacy laws, the *Information Privacy Act 2000* and *Health Records Act 2001*, provide for the protection of personal information. The privacy laws do not replace any existing obligations Findon Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

AIMS:

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

DEFINITIONS:

Personal information is information or opinion about an individual whose identity is apparent, or can reasonably be determined. This includes all paper and electronic records, photographs and video recordings. It also includes information about a person's physical, mental or psychological health, or medical history. Information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record is also classified as personal information.

IMPLEMENTATION:

Personal Information is collected and used by Findon Primary School to:

- Provide services or to carry out the school statutory functions.
- Assist the school services and its staff to fulfil its duty of care to students.
- Plan, resource, monitor and evaluate school services and functions.
- Comply with DEECD reporting requirements.
- Comply with statutory and/or other legal obligations in respect to staff.
- Investigate incidents or defend any legal claims against the school, its services or staff.
- Comply with laws that impose specific obligations regarding the handling of personal information.
- Records will be stored and disposed of in accordance with DEECD 'General Retention & Disposal Authority for School Records' guidelines.

Students and Parents/ Caregivers

The purposes for which Findon Primary School uses personal information of students and parents/caregivers include:

- Keeping parents informed about matters related to their child's schooling.
- Looking after students' educational, social and health needs.
- Celebrating the efforts and achievements of students.
- Day-to-day administration.
- Satisfying the school's legal obligations.
- Allowing the school to discharge its duty of care.

Staff

The purposes for which Findon Primary School uses personal information of job applicants, staff members and contractors include:

- Assessing the suitability for employment.
- Administering the individual's employment or contract.
- For insurance purposes, such as public liability or Work Cover.
- Satisfying the school's legal requirements.
- Investigating incidents or defending legal claims about the school, its services or staff.

Findon Primary School

The school can disclose personal information for another purpose when:

- The person consents.
- It is necessary to lessen or prevent a serious or imminent threat to life, health or safety.
- It is required by law or for law enforcement purposes.

Accessing personal information

- Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/ or parent/caregiver, depending on the circumstances. This may depend on the student's mental ability and maturity to understand the consequences of the proposed use and disclosure. The school will generally seek the consent of the student's parents/caregiver as consent given on behalf of the student.
- A parent/caregiver or staff member may seek access to their personal information, provided by them, that is held by the school.
- Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include the *Public Records Act* and the *Freedom of Information Act*.

Updating personal information

The school aims to keep personal information it holds accurate, complete and up to date. A person may update their personal information by contacting the Business Manager or office staff and classroom teachers will ask parents/caregivers to review personal information as part of the 'Meet and Greet' process.

Security

School staff and students will adhere to DEECD and Findon Primary's Acceptable Use Policy and Information Technology Security Policy when using Information Communication Technologies (ICT) provided by the school.

Information collected

Findon Primary School web and web server logs the following information for statistical purposes:

- The Internet Protocol (IP) address of the machine from connecting to the website.
- The top level domain name (for example .com, .gov, .au, .uk etc).

Complaints and Breaches

Any complaints or breaches the school may receive about privacy issues will be investigated by School Leadership and in accordance with *DEECD Privacy Complaints Handling Policy* and ensure that it is managed in a manner consistent with community expectations, professional standards and legal obligations.

EVALUATION:

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

REFERENCES:

The full exceptions qualifying many of the principles are not included here, but can be found at the Privacy Victoria website. Further information is available at:

- DEECD Privacy Unit Email: privacy.enquiries@edumail.vic.gov.au
- DEECD Freedom of Information Unit Email: FOI@edumail.vic.gov.au
- DEECD website <http://www.education.vic.gov.au/privacy.htm>
- Victorian Privacy Laws Privacy Victoria website: <http://www.privacy.vic.gov.au>
- Office of the Victorian Health Services Commissioner Website: <http://www.health.vic.gov.au/hsc>
- Suggestions for Developing a School Privacy Policy Department of Education and Training http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/ict/Suggestions_for_developing_a_school_privacy_policy.doc