

PRIVACY POLICY

This policy applies to members of school staff and the school council at Hume Valley School. This policy will be made available on request. Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts.

BACKGROUND

All staff of Hume Valley School are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations Hume Valley School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

DEFINITIONS

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as 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 that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education, Early Childhood Development (DEECD). Information provided to a school through job applications is also considered staff information.

POLICY CONTEXT

Personal information is collected and used by Hume Valley School to:

- provide services or to carry out the school's 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 DE&T reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

IMPLEMENTATION

Practising privacy involves:

COLLECTING only information the school needs.

INFORMING people why you need the information and how we will use it.

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.
- All collected information at our school will be retained in either the fireproof safe (in the case of staff), or in secure 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 (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure storage in the office.
- All electronic data will be maintained, stored and transmitted in accordance with DE&T requirements and 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.
- Under no circumstances, will personal private information be disclosed to unauthorised people.

Collection of Personal Information

The school collects and holds personal information about students, parents and staff.

The purposes for which the school uses personal information of students and parents 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, and
- allowing the school to discharge its duty of care.

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- assessing suitability for employment
- administering the individual's employment or contract
- for insurance purposes, such as public liability or WorkCover
- satisfying the school's legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

● **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 is directly related to the reason the information was collected and the use 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.

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 parent/legal guardian.

Accessing Personal Information

A parent, student 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 on EduPay.

Security

School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- DE&T acceptable use policy for Internet, email and other electronic communications
- DE&T IT security policy.

Complaints Under Privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the DE&T's privacy complaints handling policy.

EVALUATION

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

Ratified By Hume Valley School Council	February 2015
Review Date:	February 2018