

# Flemington Primary School

## POLICY FOLDER



### ADMINISTRATION – Privacy

#### **Rationale:**

Flemington Primary School staff are required by law to protect the personal and health information collected. The Victorian Privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001 provide for the protection of personal and health information.

These laws establish standards for the collection, handling and disposal of personal information. An example of personal information is a person's name and address. This law applies to all forms of recorded information about an individual and includes photographs and emails.

The *Information Privacy Act* places special restrictions on the collection and use of 'sensitive information'. Sensitive information includes information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preference, and membership of groups or criminal record.

#### **Aims:**

To collect, 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*.

#### **Guidelines:**

Flemington Primary School will follow the Information Privacy Principles set by the Office of the Victorian Privacy Commissioner:

1. Collect only personal information that is necessary for performance of the organisation's functions.
2. Use and disclose information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect.
3. Make sure information is accurate, complete and up to date.
4. Take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

#### **Implementation:**

- All staff at Flemington Primary school will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of DEECD and Government information as it becomes available, and will be made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.
- 'Privacy: Protecting Information' posters will be prominently displayed about the school.
- All information collected at school (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.

- All collected information will be retained in either the fireproof safe (in the case of staff), or in the secure compactus storage in the office as appropriate, or either disposed of or transferred to the Public Record Office of Victoria after use.
- 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 compactus storage in the office.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education 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 or his/her delegate.
- 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.

#### **Evaluation:**

To be reviewed as required by developments in relevant legislation or DEECD requirements and as per the regular schedule.

#### **Supporting Documentation**

Practical Privacy DEECD

Ten Information Privacy Principles – Office of the Victorian Privacy Commissioner  
School Compliance Checklist

#### **References:**

Victorian Government Schools Reference Guide

[http://www.education.vic.gov.au/management/governance/referenceguide/management/6\\_28.htm](http://www.education.vic.gov.au/management/governance/referenceguide/management/6_28.htm)

Freedom of Information Act

[https://www.eduweb.vic.gov.au/intranet/mesb/faq/foi\\_faq.htm](https://www.eduweb.vic.gov.au/intranet/mesb/faq/foi_faq.htm)

Public Record Office Standard (PROS) 01/01.

<http://www.prov.vic.gov.au/records/dispschl.asp>

<http://www.privacy.vic.gov.au>

School website – [www.flemingtonps.vic.edu.au](http://www.flemingtonps.vic.edu.au)

#### **Evaluation:**

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

Review Date: 2011