

Flemington Primary School

Privacy Policy



1. PURPOSE AND RATIONALE:

Flemington Primary School staff are required by law to protect the personal and health information collected on students. The Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) 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.

The Privacy and Data Protection Act applies to all forms of recorded information about an individual and includes photographs and emails. The Privacy and Data Protection 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.

The Health Records Act establishes standards for the collection, handling and disposal of health information including a person's physical, mental or psychological health disability. Health information can also include access to health services and the nature of these services; however this type of information does not have to be recorded to be classified as health information.

2. POLICY STATEMENT:

To collect, use, store and disclose personal and health information of staff and students in a manner compliant with the Privacy and Data Protection Act and the Health Records Act.

Flemington Primary School will follow the Information Privacy Principles set out in the Privacy and Data Protection Act by:

- Collecting only personal information that is necessary for performance of the School's functions;
- Using and disclosing information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect;
- Making sure information is accurate, complete and up to date; and
- Taking reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

3. DEFINITIONS:

- **Privacy** - the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect their personal and health information.

4. ACTION GUIDELINES:

- 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 the School's 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 (e.g.: enrolment forms, consent forms, assessments, psychological reports, academic reports etc.) will all be retained in secure compactus storage in the office.
- All health information will be kept confidential by the principal and shared with selected staff to the extent they need to know to care for the student or all staff when they need to know in case of emergencies.
- A privacy notice will be provided with each enrolment form explaining to the parents and student why the information on the enrolment form is being collected, what it is used for, where it might be disclosed and how they can access information held about them. Information collected during enrolment will only be used for the purposes that it was collected for unless specific parental consent is obtained.
- All electronic data will be maintained, stored and transmitted in accordance with DEECD requirements and expectations.
- All records will be maintained and kept up to date by office administration staff.
- 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 privacy complaints will be treated in the strictest confidence and dealt with in accordance with DEECD procedures.

5. MONITORING, REPORTING AND REVIEW:

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

6. RELATED POLICIES AND DOCUMENTS:

- Duty of Care Policy
- Enrolment Policy
- First Aid Policy
- Parent Payment Policy

7. REFERENCES:

- DET School Policy Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx>
- DET Information Privacy Policy
<http://www.education.vic.gov.au/pages/privacypolicy.aspx>

8. REVISION HISTORY:

This DRAFT policy was PROVISIONALLY ratified by School Council in on NOVEMBER 27TH, 2017. IT WILL BE PUBLISHED FOR SCHOOL COMMUNITY FEEDBACK AND COMMENTS UNTIL FRIDAY DECEMBER 15TH, 2017.

It will be reviewed as determined by School Council or every 3 years.

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