

### **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.
- 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 depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure. In instances where students do not wish for their parents or guardians to access their private information such as academic results, the matter will be referred to the principal.
- In addition, 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.
- 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 and doing so in writing.
- 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 fire resistant and 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.
- 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 requirements and expectations.

### **REFERENCES**

- Health Records Act 2001
- Information Privacy Act 2000

### **EVALUATION**

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