

## **Rationale:**

- Staff, students and parents have the right to be part of a school community that respects their privacy in accordance with the privacy standards of Victoria.
- To effectively manage the collection information needed by the school.
- To clearly inform the individual why the school needs the information and how the school would use it.
- To disclose the information only as necessary in order to deliver the educational or support service.
- To ensure the security information against unauthorised use or disclosure.

## **Aims:**

- To adhere to the Information Privacy Act 2000 which sets out how schools should responsibly collect and use personal information in the Victorian government school sector.
- To ensure that that special restrictions outlined in the Act are recognised. These include: an individual's racial, ethnic origin, religious beliefs, sexual preference, membership of groups or their criminal record.
- To adhere to the Health Records Act 2001 which requires schools to manage information regarding the physical, mental or psychological health of an individual as well as information about an individual's disability

## **Implementation:**

- All school employees and members of School Council and its sub-committees should be appropriately informed with the privacy requirements.
- An individual's consent is required prior to the release of information by the school unless the disclosure is:
  - Authorised or permitted by law.
  - Required for research and statistical use in the public interest (special condition only)
  - Needed to prevent or lessen serious or imminent threat to the life, health or welfare of a person or the public.
  - For a law enforcement function by a law enforcement agency.
- The school will collect information about students that will assist in the provision of education and support services
- Collection of information will include personal or health information that is necessary to manage the learning needs of students.
- Information collection will include enrolment forms, medical condition management plans and camp medication plans.
- Information provide about individual students will not be disclosed to educational support services without the express permission of the student's parents.
- Personal and health information about students will be accurate and regularly updated.
- All information will be securely stored within the school.

## Privacy Policy

- All information will be kept or destroyed in accordance with the Public records Disposal schedule and the Health Records Act.
- Individuals have the right to access their information under the Freedom of Information Act
- Images of students used in school correspondence or promotion material will not include any identifying information.

### **Renewal and Approval:**

This policy will be reviewed as part of the school's four-year review cycle