
Privacy Policy

BASIC BELIEFS

The protecting of personal and health information of staff and students is a serious moral, professional and legal responsibility of the College, and is to be upheld by all staff. Privacy protects individuals from harm resulting from the misuse of their information.

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*.

GUIDELINES FOR ACTION

- All staff at our school will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of DEECD Privacy Bulletins and other information as they become available, and will be made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.
- The '*Privacy: Protecting Information*' posters will be prominently displayed about the school.
- While Privacy legislation is detailed, 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 the College (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.
- All collected information at the College will be retained in either the fireproof safe (in the case of current staff and students), or in locked filing cabinets in another area of the school, 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 strongroom of the General Office.
- 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 (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.