

1. WALLINGTON PRIMARY SCHOOL PRIVACY POLICY

2. Scope

This policy applies to members of school staff and the school council at Wallington Primary School. This policy will be made available on request.

3. Authorisation

This policy was adopted at Wallington Primary School Council meeting in 2014

4. Review date

This policy shall be reviewed in 2015 and updated if required.

5. Legislation

This information outlines the legislation that covers student records, staff files and information held by Victorian Government schools and the Department.

Information Privacy Act 2000

This Act applies to all forms of recorded information or opinion about an individual who can be identified, including photographs and emails. It establishes standards for the collection, handling and disposal of personal information and places special restrictions on 'sensitive information' such as:

- racial or ethnic origin
- political views
- religious beliefs
- sexual preference
- membership of groups
- criminal record.
- *Health Records Act 2001*
- This 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.

6. Background

All staff of Wallington Primary School are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations Wallington Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

7. Definitions

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.

8. Policy context

Personal information is collected and used by Wallington Primary School to: provide services or to carry out the school's statutory functions
assist the school services and its staff to fulfil its duty of care to students
plan, resource, monitor and evaluate school services and functions
comply with Department of Education and Training reporting requirements
comply with statutory and or other legal obligations in respect of staff
investigate incidents or defend any legal claims against the school, its services, or its staff, and
comply with laws that impose specific obligations regarding the handling of personal information.

9. Collection of personal information

The school collects and holds personal information about students, parents and staff.

10. Use and disclosure of the personal information provided

a. Students and parents

i. The purposes for which the school uses personal information of students and parents include:

keeping parents informed about matters related to their child's schooling
looking after students' educational, social and health needs
celebrating the efforts and achievements of students
day-to-day administration
satisfying the school's legal obligations, and
allowing the school to discharge its duty of care.

b. Staff

i. The purposes for which the school uses personal information of job applicants, staff members and contractors include:

assessing suitability for employment
administering the individual's employment or contract
for insurance purposes, such as public liability or WorkCover
satisfying the school's legal requirements, and
investigating incidents or defending legal claims about the school, its services, or staff.

c. 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 is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

11. 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.

12. 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.

- a. Wallington Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

13. Accessing personal information

- a. A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

14. Access to other information maybe restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

15. Updating personal information

- a. The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Principal.

16. Security

- a. School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by: Department of Education and Early Childhood Development acceptable use policy for Internet, email and other electronic communications
b. Department of Education and Early Childhood Development IT security policy.

17. Web sites

a. Information collected

- i. Wallington primary School web and web server makes a record of:
(insert information that visit and the follow information logged for statistical purposes:
- ii. the Internet protocol (IP) address of the machine from connecting to the website
- iii. the top level domain name (for example .com, .gov, .au, .uk etc).

18. 13. Complaints under privacy

19. Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education and Early Childhood Development privacy complaints handling policy.

References

<http://www.education.vic.gov.au/Documents/privacypolicy.pdf>

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

Ratified by School Council 2014

Next review 2015