



Policy Title	Privacy Policy		
Date approved	16/05/2017	Review Date:	May 2020
Revision No:		Revision Date:	

Rationale:

Protecting the personal and/or health information of students, parents/carers and staff is a serious moral, professional and legal responsibility that our school recognises and accepts.

In carrying out its educational and welfare functions, Reservoir High School collects personal and health information about students, parents/carers and staff. The school is committed to protecting the privacy of all information collected. All employees, School Council members and volunteers are required by law to protect the personal and health information the school collects and holds. School staff must act in accordance with the School Privacy Policy. All members of Reservoir High School community have the right to understand how their personal and health information will be stored, managed, used, disclosed or transferred.

Aims:

To collect, handle, use, store and disclose personal and/or health information of students, parents/carers and staff, in a manner compliant with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001 (Vic)* unless otherwise required by law.

Implementation:

- Our school collects and holds personal and health information about students, parents and staff.
- The Victorian privacy laws - *Privacy and Data Protection Act 2014* and *Health Records Act 2001 (Vic)*, provide for the protection of personal and health information.
- Victorian privacy law protects individuals from harm resulting from misuse of their information.
- The purposes for which the school uses personal and/or health 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 and health 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 and/or health 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 and/or health 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 and/or health 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 and/or health 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 in writing to the principal or his/her delegate.
- As the school aims to keep personal and/or health information it holds accurate, complete and up-to-date, a parent/guardian or carer may update their own personal information or the personal and/or health information of their child by contacting the office administration staff.
- All relevant information and records relating to students, parents or families or contractors will be filed and stored securely.
- 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 and/or health information be disclosed to unauthorised people.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education requirements and expectations. All staff and students will be provided with confidential passwords and access codes to protect their private work and information that exists on the schools various networks, on-line, and digital storage retrieval systems.
- Any complaint about personal information privacy will be investigated in accordance with Department's *Information Privacy Complaints Handling Process*.
<http://www.education.vic.gov.au/about/contact/Pages/complaintslanding.aspx>

Evaluation:

To be reviewed and updated from time to time as required by new laws and technology, developments in relevant legislation or Department of Education and Training requirements and to make sure it remains appropriate to the changing school environment.

To also be reviewed as part of the school's three year review process.

This Policy was ratified by School Council on:

This Policy was developed in accord with the Information and Health Privacy Principles contained within the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*

Key Definitions:

Throughout this policy:

- **Health information** means information or opinion about a person's physical, mental or psychological health or disability that is also personal information. This includes information or opinion about a person's health status and medical history.
- **Personal information** means recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form.
- **Sensitive information** means information or opinion (that is also personal information) about a person's racial or ethnic origin, political opinions, religion, philosophical beliefs, sexual preferences or practices, membership of a political association, professional/trade association or trade union, or an individual's criminal record.
- **Victorian privacy law** means the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)* collectively.

References:- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/requestinfo.aspx>
<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>