



## Privacy Policy

**Purpose:** This policy explains how our school collects and manages personal and health information in a manner that is consistent with Victorian law

- The school values the privacy of every person and is committed to protecting information that the school collects.
- All staff, service providers and agents, paid or unpaid, of the school must comply with Victorian privacy laws and this policy.

### Aim:

- To protect the privacy of all students, staff, contractors, visitors, volunteers and families of our school

### What information we collect:

- Information about students and their families, provided by students, their family and others.
- Information about job applicants, staff, volunteers and visitors, provided by each individual.

### How we collect this information:

- In person and over the phone.
- From electronic and paper documentation, emails, invoices, enrolment forms, letters to our school, consent forms for excursions and student support services.
- Through online tools such as apps and other software used by our school

### We collect this information about students and their families to:

- Educate students
- Support the students social, emotional wellbeing and health
- Fulfil legal requirements, including: reduce the risk of harm, make reasonable adjustments for students with disabilities and provide a safe and secure workplace.
- Enable our school to: Communicate with parent and maintain the good order and management of our school.
- Enable the department to: Ensure the effective management, resourcing and administration of our school. Fulfil statutory functions and duties. Plan, fund, monitor, regulate and evaluate the Department's policies, service and functions. Comply with reporting requirements. Investigate incidents in school and / or respond to any legal claims against the Department, including our school.

### Why we collect this information about others:

- The school collects information about staff, volunteers and job applicants to assess their suitability for employment or volunteering.
- To complete administration tasks for their placement.
- For insurance purposes.
- To fulfil legal obligations, including occupational health and safety laws.
- To respond to legal claims against our school or the Department.

**When we collect information:**

- We take reasonable steps to inform you of the purpose of the collection and how to access, update and correct information held about you.
- Information is collected at the time of enrolment and for other school activities that will be outlined at the time of collection.

**Unsolicited Information:**

- Our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we will destroy the information when practical, lawful and reasonable to do so

**Student transfers between Victorian Government Schools:**

- When a student has been accepted at, and is transferring to, another Victorian government school, our school transfers information about the students to that school. This may include copies of student school records, including any health information
- NAPLAN results are transferred to the next school and can be accessed by a student's previous schools to enable a school to evaluate their educational programs

**Responding to complaints:**

- On occasions our school and the Department's central and regional offices, receive complaints from parent and others. Our school or the Department will use and disclose information as considered appropriate to respond to these complaints.

**Accessing your information:**

- All individuals, or their authorised representative have a right to access, update and correct information that our school holds about them.

**Access to student information:**

- Our school only provides school reports and ordinary communication to parents who have a legal right to that information. Requests for access to other students information must be made by making a Freedom of Information application.

**Access to staff information:**

- School staff may first seek access to their personnel file by contacting the principal. If direct access is not granted, the staff member may request access through the Department's Freedom of information Unit

**Storage and securing of information:**

- Our school takes reasonable steps to protect information from misuse and loss and from unauthorised access, modification and disclosure. We store all papers and electronic records securely in a manner, consistent with Departmental record management and information security standards. All school records are disposed of, or transferred to the Public Records office Victoria as required by the relevant Public Records Office Standard.
- Staff passwords for school system are strong and updated on a regular basis, consistent with the Department's password policy

- **To make a Freedom of Information application contact the Freedom of information unit 03 9637 3961**

**To lodge a query or complaint about privacy contact the Knowledge, Privacy Branch. 03 8688 7967**

Policies that support this document include: Photographing and Filming Policy. Technology and Internet Policy. All documents found under our Child Safe Standards.

**Evaluation:** This policy will be reviewed as part of the school's 3 year cycle of review. This policy was ratified by school council on 15/2/2018

