

COATESVILLE PRIMARY SCHOOL

Privacy

Version: Final

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Authorised: School Council

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1. PURPOSE

All staff of Coatesville 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 *Health Records Act 2001*, provide for the protection of personal and health information.

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

2. SCOPE

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

3. REFERENCES

- Information Privacy Act
- Health Records Act
- DE&T's Acceptable Use policy for Internet, email, and other electronic communications.
- DE&T's IT Security Policy
- Public Records Act
- Freedom of Information Act

4. DEFINITIONS AND ABBREVIATIONS

Personal information 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 be determined from the information or opinion. This includes all paper and electronic records, photographs and video recordings.

Health information 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 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, adoptive parent, foster parent, guardian, or person who has custody or daily care and control of the child.

Staff A person 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.

5. RESPONSIBILITY AND AUTHORITY

This policy and procedure shall be issued under the authority of the President, School Council, Coatesville Primary School and was adopted at the School Council meeting on 20 October 2003.

6. POLICY/PROCEDURE

6.1 Collection of Personal Information

The School collects and holds personal information about students, parents and staff. Personal Information is collected and used by Coatesville Primary School to:

- provide services or to carry out the School 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 DE&T 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.

6.2 Use of Personal Information

6.2.1 Students and Parents

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.

6.2.2 Staff

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

- assessing the 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.

6.3 Disclosure of Personal Information

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.

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.

6.4 Consent to Use and/or Disclose Personal Information

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.

6.5 Accessing Personal Information

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

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*.

6.6 Updating Personal Information

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 (insert title of person at school for example Principal or delegate)

6.7 Complaints under Privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with *DE&T's Privacy Complaints Handling Policy*

7. RECORDS

What records and/or documentation will be kept, where and for how long?

8. TRAINING

list any training requirements to implement or enforce the policy

11. REVIEW

This policy and procedure is to be reviewed **annually**

12. ATTACHMENTS

list here any forms, or other attachments related to the policy