



WATTLE PARK PRIMARY SCHOOL

PRIVACY POLICY

Purpose

In carrying out its educational and welfare functions, Wattle Park Primary School collects personal 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 information the school collects and holds. All members of the Wattle Park Primary School community have the right to understand how their personal information will be stored, used and disposed of.

Guidelines

- Staff, students and parents have the right to be part of a school community that respects their privacy in accordance with the privacy standards of Victoria.
- To effectively manage the collection of information needed by the school.
- To clearly inform the individual why the school needs the information and how the school would use it.
- To disclose the information only as necessary in order to deliver the educational or support service.
- To ensure the security of information against unauthorised use or disclosure.

Aims

- To adhere to the Information Privacy Act 2000 which sets out how schools should responsibly collect and use personal information in the Victorian government school sector.
- To ensure that special restrictions outlined in the Act are recognised.
- These include: an individual's racial, ethnic origin, religious beliefs, sexual preference, membership of groups or their criminal record.
- To adhere to the Health Records Act 2001 which requires schools to manage information regarding the physical, mental or psychological health of an individual as well as information about an individual's disability.

Implementation

- All school employees and members of School Council and its subcommittees should be appropriately informed of the privacy requirements as stated in the Volunteers Policy.
- An individual's consent is required prior to the release of information by the school unless the disclosure is:
 - Authorised or permitted by law.
 - Required for research and statistical use in in the interest of the Department of Education and Training (DET) and the school.
 - Needed to prevent or lessen serious or imminent threat to the life, health or welfare of a person or the public.
 - For a law enforcement function by a law enforcement agency.
- The school will collect information about students that will assist in the provision of education and support services.
- Collection of information will include personal or health information that is necessary to manage the learning needs of students.
- Information collection will include enrolment forms, medical condition management plans and camp medication plans.
- Information will only be used for the purposes associated with the provision of educational support services and participation in school activities.

- Information provided about individual students will not be disclosed to educational support services without the express permission of the student's parents as stated in Student Support Services Officers Form.
- Personal and health information provided by parents about students will be accurate and regularly updated by parents.
- All information will be securely stored within the school.
- All information will be kept or destroyed in accordance with the Public Records Disposal Schedule and the Health Records Act.
- Individuals have the right to access their information under the Freedom of Information Act.
- Images and references to students used in school correspondence or promotion material will only identify them by their first name in accordance with the Media Consent form.

Evaluation

The principal, staff and school community will undertake evaluation of the policy and program.

Written 15th June, 2017

Reviewed

Ratified by School Council July 2017

Further information

Privacy Victoria, www.privacy.vic.gov.au

DEECD Requests for Information about Students

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx>

DEECD Information Privacy Policy

<http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf>

DEECD's Acceptable Use Policy for ICT systems

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>

Health Records Act 2001

http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/DDE300B846EED9C7CA257616000A3571/77FAA53ECD0DA44CA2579030015D701/%24FILE/01-2aa023%20authorised.pdf

Information Privacy Act 2000

[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/4BE13AE4A4C3973ECA256E5B00213F50/\\$FILE/00-098a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/4BE13AE4A4C3973ECA256E5B00213F50/$FILE/00-098a.pdf)

Retention and Disposal Authorities (RDA's)

<https://www.prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept/retention-and-disposal-authorities-rdas>

Student Support Services

<http://www.education.vic.gov.au/Documents/school/principals/health/ssscsconsentinformation.PDF>