



Growing together,
Learning forever!

Privacy Policy

Rationale:

Lockwood South Primary School is committed to protecting the privacy of your personal information. Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our School recognises and accepts. Only certain types of information and activities are protected by privacy legislation. Privacy protects individuals from harm resulting from misuse of their information. Privacy promotes effective service delivery by encouraging full and frank information provision.

Aims:

To collect, handle, use, store and disclose personal and health information of staff and students in a manner compliant with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

Guidelines:

Personal and health information is collected and used by the Department for the following purposes:

- to provide services or to carry out statutory functions including reporting requirements
- to assist Lockwood South Primary School to fulfil its duty of care to students
- to investigate incidents in Schools and/or defend any legal claims against our School or employees.

Implementation:

- All staff at our School will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of Department of Education Privacy Bulletins and other information as they become available, and will be made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.
- The 'Privacy: Protecting Information' posters will be prominently displayed about the School.
- While Privacy legislation is detailed, practising privacy involves:

COLLECTING only information the School needs. The School collects and holds personal information about students, parents and staff.

INFORMING people why you need the information and how we will use it.

DISCLOSING only the information that is necessary for the purpose of the service.

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
- the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

ACCESSING – providing people with access to their own records. A parent, student or staff member may seek access to their personal information, provided by them, that is held by the School.

SECURING information against unauthorised use or disclosure.

- All information collected at our School (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.

- All collected information at our School will be retained in either the fireproof safe or in the secure filing cabinet in the server room as appropriate, or either disposed of or transferred to the Public Record Office of Victoria after use consistent with the Public Record Office Standard (PROS) 01/01.
- All relevant information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure filing cabinet in the server room.
- All electronic data will be maintained, stored and transmitted in accordance with DEECD requirements and expectations.
- School staff and students have use of information communication technologies (ICT) provided by the School. This use is directed by:
 - DEECD's Acceptable Use policy for Internet, email, and other electronic communications.
 - DEECD's ICT Security Policy
- All records will be maintained and kept up to date by office administration staff.
- All requests (including requests by staff) for information stored at School must be made to the Principal or his/her delegate.
- 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 information be disclosed to unauthorised people.
- Should the School receive a complaint about personal information privacy this will be investigated in accordance with DEECD's Privacy Complaints Handling Policy.

Evaluation:

The Privacy Policy shall be reviewed annually with a major review undertaken every 3 years by School Council or as required by developments in relevant legislation or DEECD requirements etc.

References:

http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7c
[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)
<http://www.privacy.vic.gov.au/privacy/web2.nsf/pages/information-privacy-act>
<http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf>

This policy was last ratified by School Council in....

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