



Privacy

Policy

Policy review team members:

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This policy was last ratified by School Council on 5th June, 2017

Rationale:

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

Aims:

To ensure that Mt Eliza Primary School collects, handles, uses, stores and discloses personal and health information of staff and students in a manner compliant with the Health Records Act 2001 (Cth) and the Information Privacy Act 2000 (Cth).

Implementation:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- 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 DET 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.
- While privacy legislation is detailed, practising privacy involves:
 - COLLECTING – only information the school needs.
 - INFORMING – people why you need the information and how it will be used.
 - DISCLOSING – only the information that is necessary for the purpose of the service.
 - ACCESSING – providing people with access to their own records.
 - SECURING – information against unauthorised use or disclosure.
- At our school:
 - All information collected (including enrolment, excursion and medical permission forms, etc) will be subjected to the above principles.
 - All collected information will be retained in either the fireproof safe (staff), or in the secure locked storage in the office as appropriate, or either disposed of or transferred to Public Record Office of Victoria after use, consistent with the Public Record Office Standard (PROS) 01/01 and 07/01.
 - All relevant information and records relating to students (eg enrolment forms, consent forms, assessments, psychological reports, academic reports, etc) will be retained in secure storage.
 - All electronic data will be maintained, stored and transmitted in accordance with DET requirements and expectations.
 - All records will be maintained and kept up to date by office administration staff.
- All requests (including those made by staff) for information stored at school must be made to the principal or his delegate and possibly the Freedom of Information Unit.
- Under no circumstances, will personal, private information be disclosed to unauthorised people.
- Further information can be found at:
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx>

Evaluation:

This policy will be reviewed as part of MEPS two year review cycle (May 2019)