

PRIVACY

NARANGA SCHOOL POLICY

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 collect, handle, use, store and disclose personal and health information of staff and students in accordance with the Victorian Privacy laws - *Health Records Act 2001* and the *Information Privacy Act 2000*.
- To protect individuals from harm resulting from misuse of their information.

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 DEECD 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:

Collection: Department and department-funded services must collect only personal and health information that is necessary for performance or functions. Individuals should be told why this information is required, what it will be used for and that they can gain access to their personal and health information.

Use and disclosure: Department and department-funded services must only use or disclose personal and health information:

- for the primary purpose for which it was collected
- for a related secondary purpose (which must be a directly related purpose in the case of health or sensitive information) that the person would reasonably expect
- with the consent of the person
- unless otherwise required, permitted or authorised by law principles

Data quality: Department and department-funded services must make sure personal and health information is accurate, complete and up-to-date.

Data security: Department and department-funded services must take reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure.

Openness: Department and department-funded services must document clearly expressed policies on management of personal and health information and make these policies available to anyone who asks for them.

Access and correction: Individuals have a right to seek access to their personal and health information and make corrections. Access to and correction of information collected and used by Department and department-funded services will be handled mostly under the Victorian *Freedom of Information Act 1982*.

Unique identifiers: A unique identifier is usually a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Tax File Numbers and Medicare numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. Privacy laws limit the adoption and sharing of unique numbers. Department

and department-funded services will limit the use of unique identifiers as required by the Victorian privacy laws.

Anonymity: When lawful and practicable, individuals should be able to remain anonymous in transactions with Department and department-funded services.

Transborder data flows: Transfer of personal and health information outside Victoria is restricted by privacy laws. Personal and health information may be transferred only if the recipient protects privacy under standards similar to Victoria's IPPs/HPPs.

Sensitive information: The *Information Privacy Act 2000* restricts collection of sensitive information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. Department and department-funded services will apply Information Privacy Principles – Sensitive Information (IPP10) when collecting and handling sensitive information.

- 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 (in the case of staff), or in the secure compactus storage in the office as appropriate, or disposed of.
- 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 storage in the office.
- All electronic data will be maintained, stored and transmitted in accordance with DEECD requirements and expectations.
- 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) will be referred to the principal.
- All Information requested by staff in the course of their work about students will be at the Principal's discretion.
- Under no circumstances, will personal private information be disclosed to unauthorised people.

Evaluation:

- This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by School Council in....	July 2013	
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