

PRIVACY POLICY

ELTHAM PRIMARY SCHOOL

Rationale:

Privacy protects individuals from harm resulting from misuse of their information. Protecting the personal and health information of students, parents and/or primary carers is a serious moral, professional and legal responsibility that our school recognises and accepts. This policy relates to the collection, handling and security of information provided to the school or DE&T by parents, teachers, DE&T officials and other relevant persons, (psychologists, speech therapists etc) and in relation to students, parents and staff at the school.

Aims:

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

Implementation:

1. All staff will be reminded of their individual and collective duty of care regarding privacy. To this end our school will provide up-to-date professional development in relation to privacy. All staff will be made aware of and/or provided with DE&T Privacy Bulletins and other information as they become available.
2. The '*Privacy: Protecting Information*' posters will be prominently displayed about the school.
3. While Privacy legislation is detailed, practising privacy at Eltham Primary School involves:
 - a. **COLLECTING** only information the school needs and ensuring its accuracy.
 - b. **INFORMING** people why the school needs the information and how it will be used.
 - c. **DISCLOSING** only the information that is necessary for the purpose required.
 - d. **ACCESSING** involves providing people with access to their own records.
 - e. **SECURING** information against unauthorised use or disclosure.
 - f. **DISPOSING** of information according to DE&T requirements.
4. All collected information at our school will be retained, disposed of or transferred to the Public Record Office of Victoria after use, consistent with the Public Record Office Standard (PROS) 01/01.
5. 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, in accordance with DE&T requirements.
6. All relevant information and records relating to staff will be retained in a fireproof safe, in accordance with DE&T requirements.
7. All electronic data will be maintained, stored and transmitted in accordance with DE&T requirements,
8. Records will be maintained by appropriate staff.
9. A member of staff, a student, a parent and/or a primary carer has the right to access personal information provided by them to the school.
10. Access to other information may be 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. Such requests must first be made through the Principal.
11. All parents and/or primary carers will be given a copy of the "Privacy Notice" (Form 1) at the time of enrolment.

12. A parent's and/or primary carer's permission will be sought before class contact lists are published (Form 2)
13. Permission for photos of any member of the school community to be printed outside the school in newspapers, the web, and/or external notice boards will be sought from parents and/or primary carers by telephone or letter.
14. Under no circumstances will personal information be disclosed to unauthorised people.
15. Should the school receive a complaint about the disclosure of personal information, this will be investigated in accordance with DE&T's privacy complaints handling policy.

Evaluation:

To be reviewed as required, in the cases of changes to relevant legislation or DE&T requirements.

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

19TH JULY 2005