

YARRA ROAD PS

Privacy Policy

Rationale

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

The school is committed to protecting the privacy of personal information. This policy governs the collection, storage, use, access and disposal of data including all personal information obtained on DET websites.

Personal information is collected and used by staff at Yarra Road Primary to:

- Provide services or to carry out the school's statutory functions
- Assist the school services and its staff to fulfil its duty of care to students
- Plan, resource, monitor and evaluate school services and functions
- Comply with DET requirements
- Comply with statutory and or other legal obligations in respect of staff
- Investigate incidents or defend any legal claims against the school, its services or its staff
- Comply with laws that impose specific obligations regarding the handling of personal information

DEFINITIONS

Personal Information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion.

Health Information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history which is recorded or not.

Sensitive Information is defined as information related to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy all of the above types of information are regarded as personal information unless otherwise specified.

Parent in this policy in relation to a child, includes step-parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care of the child.

Policy Statement

Privacy protects individuals from harm resulting from misuse of their information.

The personal and health information of staff and students will be handled, used, stored and disclosed in a manner compliant with the Health Records Act 2001 and the Information Privacy Act 2000.

Implementation

Use and disclosure of the personal information provided.

Students and Parents

The purposes for which the school uses personal information of students and parents include:

- Keeping parents informed about matters related to their child's schooling
- Looking after student's educational, social and health needs
- Celebrating the efforts and achievements of students
- Day to day administration
- Satisfying the school's legal obligations
- Allowing the school to discharge its duty of care

Staff

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- Assessing suitability for employment
- Administering the individual's employment or contract
- For insurance purposes, such as Public Liability or Work Cover
- Satisfying the school's legal requirements
- Investigating incidents or defending legal claims about the school, its services or staff

The school will use and disclose personal information about a student, parent or staff member when:

- It is required for general administration duties and statutory functions
- It relates to the purpose for which it was collected
- It relates to the purpose for which it was collected and the use would be reasonable expected by the individual and there is no reason to believe they would object to the disclosure

The school can disclose personal information for another person when:

1. The person consents
2. It is necessary to lessen or prevent a serious or imminent threat to life, health or safety
3. It is required by law or law enforcement purpose

Where consent for the use and disclosure of information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek consent from the student and/or parent depending on the circumstances and the student's mental ability and the maturity to understand the consequences of the proposed use and disclosure.

The school will not disclose personal or sensitive information to overseas recipients unless in an event of an International Exchange program which may include Thailand, Indonesia, Japan and China.

Accessing Personal Information

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include Public Records Act and the Freedom of Information Act.

Updating Personal information

The school aims to keep personal information accurate, complete and up to date. A person may update their personal information by contacting the Principal.

Security

School staff and students have use of Information and Communications Technologies provided by the school. This use is directed by:

- DET acceptable use policy for Internet, email and other electronic communications
- DET IT security policy

Complaints Under Privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with DET privacy complaints handling policy.

Breach of Privacy

In the event of a breach of privacy the school must take immediate action, following the requirements of the DET Complaints Handling Policy.

Review

This policy will be reviewed as part of the school's three year cycle.

This Policy was last ratified by School Council in 2016