



PRIVACY POLICY



BASIC BELIEF

This policy applies to members of school staff and the school council at Merrijig Primary School. All staff are required by law to protect the personal and health information the school collects and holds. Privacy protects individuals from harm resulting from misuse of their information.

IMPLEMENTATION

- Privacy promotes effective service delivery by encouraging full and frank information provision.
- The Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, provide for the protection of personal and health information.
 - The privacy laws do not replace any existing obligations Merrijig Primary School has under other laws. This policy will apply when other laws do not regulate the use of personal information.
 - All staff at our school will be provided with up to date DET information in relation to Privacy and other information as they become available, and will 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:
 - o COLLECTING only information the school needs.
 - o INFORMING people why you need the information and how we will use it.
 - o DISCLOSING only the information that is necessary for the purpose of the service.
 - o ACCESSING – providing people with access to their own records.
 - o 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 (in the case of staff), or in the secure compactus storage in the office 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 compactus storage in the office.
- 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 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.
- Complaints will be investigated in accordance with DET guidelines.
- This policy can be read in conjunction with the school's Acceptable Computer Use Policy.
- This policy is to be reviewed as required by developments in relevant legislation or DET requirements etc.

EVALUATION

Policy will be reviewed every three years

Reviewed: 2018

Next Review: 2021