

PRIVACY POLICY

1.0 INTRODUCTION:

This policy applies to members of school staff and the school council at Chatham Primary School (the School) and sets out how the School complies with its legal obligations in relation to privacy. Other issues are covered elsewhere. This policy is available online on the school website and is also communicated to all new families at the time of enrolment. A copy of the Privacy Policy will be made available upon request.

All staff of the School are required by law to protect the personal and health information the school collects, holds, uses and discloses.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information in the public sector including in schools. Any other laws which regulate the collection and use of personal information in schools will also apply.

The School takes its privacy obligations seriously, while recognising the importance of transparent communication with the wider school community.

2.0 PURPOSE OF COLLECTION OF INFORMATION:

Personal information is collected and used by the School as necessary for its functions and activities. The purposes for which information is collected include:

- 2.1 to provide services or to carry out the School's statutory functions.
- 2.2 to assist the School services and its staff to fulfil its duty of care to students.
- 2.3 to plan, resource, monitor and evaluate School services and functions.
- 2.4 to comply with Department of Education and Early Childhood Development reporting requirements.
- 2.5 to comply with statutory and/or other legal obligations in respect of staff.
- 2.6 to investigate incidents or defend any legal claims against the School, its services or its staff.
- 2.7 to comply with laws that impose specific obligations regarding the handling of personal information.

3.0 IMPLEMENTATION

3.1 COLLECTION OF PERSONAL INFORMATION

The School collects and holds personal information about students, parents and staff. Examples of information collected are:

PERSONAL	HEALTH	SENSITIVE
Enrolment forms – Student Details	Consent to Head Lice Check	SRI Permission forms
Parent Contact List	Asthma Management Plans/Anaphylaxis Action Plans	After Hours Care forms and Child Care Benefits
Student reports	Dental Van access	Staff files, Police Checks, Long Service Leave and Pay Slips
Permission to video concerts	Medical Forms – camps and excursions	Visiting specialist files
Excursion notices	Vaccinations	Statutory Declarations
School website and school newsletter	Absent notices	Education Maintenance Allowance (EMA)
Financial statements (Family)	Enrolment forms - Medical conditions	Job applications
Permission to display named student’s work and images in the public domain		Details regarding split families
Working with Children Checks		

3.2 USE AND DISCLOSURE OF THE PERSONAL INFORMATION PROVIDED BY:

(A) 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 students’ educational, social and health needs
- celebrating the efforts and achievements of students where the parents and students would reasonably expect the use and disclosure of the personal information, and occasionally displaying children’s named work to the public (including in the school’s publicly accessible newsletter) providing earlier authority has been obtained
- day-to-day administration
- satisfying the School’s legal obligations, and
- allowing the School to discharge its duty of care

(B) 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 WorkCover
- satisfying the School's legal requirements, and
- investigating incidents or defending legal claims about the School, its services, or staff.

The School will use and disclose personal information about students, parents or staff member when:

- it is required for the purposes set out in 3.2 (A) and (B) above;
- and for another purpose if the individual would reasonably expect the School to use or disclose the information for that purpose.

The School can also disclose personal information for a secondary purpose when:

- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.

Where consent for the use and disclosure of personal 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 the consent from the parent

3.3 TRANSBORDER TRANSFER OF PERSONAL INFORMATION

The School will transfer personal information to someone outside Victoria if requested to by the individual concerned (for example, where a student is transferring to a school outside Victoria).

3.4 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 the Public Records Act and the Freedom of Information Act.

3.5 UPDATING AND CORRECTING PERSONAL INFORMATION

The School aims to keep personal information it holds accurate, complete and up-to-date. A person may update or correct their personal information by contacting the School Principal or delegate in person or in writing.

3.6 DATA SECURITY

The School takes reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. The School will take reasonable steps to securely destroy personal information it no longer needs for any purpose.

3.7 SCHOOL WEBSITE

- Netspace is the School's internet provider and DNS host. The Sponsor-ed group (<http://www.sponsor-ed.com.au/>) is the school's web host and collects the IP address of the machine connecting with the access website. The domain name is chathamps.vic.edu.au. The web host stores the information on the publically

accessible website, including information on enrolment, newsletters, scheduling and contact methods as well as general interest links relating to school activities.

- The School is aware that all material on the website is in the public domain, and will ensure that any personal information appearing on the website has been collected and disclosed in accordance with the Privacy Policy.

3.9 COMPLAINTS ABOUT PRIVACY

Should the School receive a complaint about privacy, *the School will contact the complainant promptly using the contact details it holds.* The complaint will be investigated in accordance with the Department of Education and Early Childhood Development's privacy complaints handling policy.

4.0 BASIS OF DISCRETION: OTHER INSTANCES IN WHICH THE SCHOOL MAY COLLECT, USE AND DISCLOSE INFORMATION

- 4.1 Name tags used to identify children, by their first name only, may be worn where appropriate on excursions
- 4.2 Any entry forms for out-of-school competitions will use the school's address and phone number.
- 4.3 The names and details of visitors to the School are recorded.
- 4.4 Specific consent for other occasions on which a student may be identified (for example, in the local paper) will be sought on an as needs basis.

Status: *Approved by School Council – 2014*

Policy Review Date: *2015*

APPENDIX: PRIVACY POLICY

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. For example, this includes all paper and electronic records, photographs and video recordings. An email address and other contact details are personal information.

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, whether recorded or not.

Sensitive information is defined as information relating 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 *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

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

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Early Childhood Development (DEECD). Information provided to a school through job applications is also considered staff information.