



## PRIVACY POLICY

### 1. Scope

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff, service providers (contractors) and agents, (whether paid or unpaid) of the Department, and this Victorian government school (our school), must comply with Victorian privacy law and this policy.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law)

### 2. Definitions

**Personal information** is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

**Health information** is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

**Sensitive information** is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices; or criminal record. It also includes health information

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 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 Training (DE&T). Information provided to a school through job applications is also considered staff information.



## 3. What information do we collect?

Our school collects the following type of information:

- information about students and their family, provided by students, their family and others
- information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

### **Personal Information is collected and used by Yea Primary School to:**

- provide services or to carry out the school 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 DE&T reporting 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, and
- comply with laws that impose specific obligations regarding the handling of personal information.

**The school collects and holds personal information about students, parents and staff.**

## 4. How do we collect this information?

Our school collects information in a number of ways, including:

- in person and over the phone: from students and their family, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to our school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), our school's website or school-controlled social media
- through online tools: such as apps and other software used by our school
- through any CCTV cameras located at our school.

### **Collection notices**

When our school collects information about you, our school takes reasonable steps to advise you of certain matters. This includes the purpose of the collection, and how to access, update and correct information held about you. For information about students and their families, a collection notice is provided to parents (or mature minor students) upon enrolment.

### **Unsolicited information about you**



Our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we will destroy or de-identify the information when practicable, lawful and reasonable to do so.

## 5. Why do we collect this information?

### Primary purposes of collecting information about students and their families

Our school collects information about students and their families when necessary to:

- educate students
- support students' social and emotional wellbeing, and health
- fulfil legal requirements, including to:
  - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
  - make reasonable adjustments for students with disabilities (anti discrimination law)
  - provide a safe and secure workplace (occupational health and safety law)
- enable our school to:
  - communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
  - maintain the good order and management of our school
- enable the Department to:
  - ensure the effective management, resourcing and administration of our school
  - fulfil statutory functions and duties
  - plan, fund, monitor, regulate and evaluate the Department's policies, services and functions
  - comply with reporting requirements
  - investigate incidents in schools and/or respond to any legal claims against the Department, including any of its schools.

### Primary purposes of collecting information about others

Our school collects information about staff, volunteers and job applicants:

- to assess applicants' suitability for employment or volunteering
- to administer employment or volunteer placement
- for insurance purposes, including public liability and WorkCover



- to fulfil various legal obligations, including employment and contractual obligations, occupational health and safety law and to investigate incidents
- to respond to legal claims against our school/the Department.

## 6. When do we use or disclose information?

Our school uses or discloses information consistent with Victorian privacy law, as follows:

1. for a primary purpose – as defined above
2. for a related secondary purpose that is reasonably to be expected – for example, to enable the school council to fulfil its objectives, functions and powers
3. with notice and/or consent – including consent provided on enrolment and other forms
4. when necessary to lessen or prevent a serious threat to:
  - a person's life, health, safety or welfare
  - the public's health, safety or welfare
5. when required or authorised by law – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, reporting obligations to agencies such as Department of Health and Human Services and complying with tribunal or court orders, subpoenas or Victoria Police warrants
6. to investigate or report unlawful activity, or when reasonably necessary for a specified law enforcement purpose, including the prevention or investigation of a criminal offence or seriously improper conduct, by or on behalf of a law enforcement agency
7. for Departmental research or school statistics purposes
8. to establish or respond to a legal claim.

A unique identifier (a CASES21 code) is assigned to each student to enable the school to carry out its functions effectively.

### **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,
- day-to-day administration,
- satisfying the School's legal obligations, and
- allowing the school to discharge its duty of care.
- 

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

- assessing the 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.

## 7. Student transfers between Victorian government schools

When a student has been accepted at, and is transferring to, another Victorian government school, our school transfers information about the student to that school. This may include copies of the student's school records, including any health information.

This enables the next school to continue to provide for the education of the student, to support the student's social and emotional wellbeing and health, and to fulfil legal requirements.

## 8. NAPLAN results

NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy.

When a student transfers to another Victorian government school, their NAPLAN results are able to be transferred to that next school.

Additionally, a student's NAPLAN results are able to be provided to the student's previous Victorian government school to enable that school to evaluate their education program.

## 9. Responding to complaints

On occasion our school, and the Department's central and regional offices, receive complaints from parents and others. Our school and/or the Department's central or regional offices will use and disclose information as considered appropriate to respond to these complaints (including responding to complaints made to external organisations or agencies).

Should the school receive a complaint about personal information privacy this will be investigated in accordance with *DE&T's Privacy Complaints Handling Policy*.

## 10. Accessing your information

All individuals, or their authorised representative(s), have a right to access, update and correct information that our school holds about them.

## 11. Access to student information



Our school only provides school reports and ordinary school communications to parents who have a legal right to that information. Requests for access to other student information must be made by making a Freedom of Information (FOI) application through the Department's Freedom of Information Unit (see below).

In some circumstances, an authorised representative may not be entitled to information about the student. These circumstances include when granting access would not be in the student's best interests or would breach our duty of care to the student, would be contrary to a mature minor student's wishes or would unreasonably impact on the privacy of another person.

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

- it is required for general administration duties and statutory functions,
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably 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 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 student and/ or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.**

The Yea Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

## **12. Access to staff information**

School staff may first seek access to their personnel file by contacting the principal. If direct access is not granted, the staff member may request access through the Department's Freedom of Information Unit.

## **13. Storing and securing information**

Our school takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are disposed of, or transferred to the Public Records Office Victoria, as required by the relevant Public Records Office Standard.



When using software and contracted service providers to manage information, our school assesses these according to the appropriate departmental processes. One example of this is that staff passwords for school systems are strong and updated on a regular basis, consistent with the Department's password policy.

School staff and students have use of information communication technologies (ICT) provided by the School. This use is directed by:

- *DE&T's Acceptable Use policy for Internet, email, and other electronic communications.*
- *DE&T's IT Security Policy*

### **Web Sites**

The school website publishes images and work of students, subject to parental consent. Staff images and email addresses are published subject to staff approval.

## **14. Updating your information**

We endeavour to ensure that information about students, their families and staff is accurate, complete and up to date. To update your information, please contact our school's genera

## **15. More information**

[Information for parents.](#)

## **16. FOI and privacy**

To make a FOI application contact:

### **Freedom of Information Unit**

Department of Education and Training  
2 Treasury Place, East Melbourne VIC 3002  
(03) 9637 3961

[foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

For more information about FOI, see [freedom of information requests](#).

If you have a query or complaint about privacy, please contact:

### **Knowledge, Privacy and Records Branch**

Department of Education and Training  
2 Treasury Place, East Melbourne VIC 3002  
(03) 8688 7967

[privacy@edumail.vic.gov.au](mailto:privacy@edumail.vic.gov.au)



# YEA PRIMARY SCHOOL

*Respect · Empathy · Collaboration · Creativity · Integrity · Persistence*

[www.yeaps.vic.edu.au](http://www.yeaps.vic.edu.au)

[facebook.com/yeaprimarieschool](https://facebook.com/yeaprimarieschool)

<b>Records Capture</b>	<b>GOVERNANCE</b>	<b>Number</b>	<b>YPS_G_P_P013.3</b>
<b>Drafted by</b>	Fiona Joseph	<b>Approved by School Council on</b>	19/2/2018
<b>Approval Authority</b>	Debbie George	<b>Date Implemented</b>	19/2/2018
<b>Principal</b>	Debbie George	<b>Sign</b> _____	<b>Date</b> _____
<b>School Council President</b>	Amanda Jolly	<b>Sign</b> _____	<b>Date</b> _____
		<b>Scheduled review date</b>	2022
<b>Reference</b>	Current policy DET 22 Jan 2018	<b>Review</b>	Every 4 years
		<b>Disposal</b>	7 Years