

## PURPOSE

The protecting of personal and health information of staff and students is a serious moral, professional and legal responsibility of the College, and is to be upheld by all the staff. Privacy protects individuals from harm resulting from the misuse of their information.

This policy will ensure that the collection, handling, use, storage and disclosure of personal and health information of staff and students is done in a manner compliant with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

## IMPLEMENTATION

1. All staff at our school will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of DET Privacy Bulletins and other information as it becomes available, and will be made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.
2. The '*Privacy: Protecting Information*' posters will be prominently displayed about the college.
3. While Privacy legislation is detailed, practicing Privacy involves:
  - COLLECTING only information the school needs
  - INFORMING people why you need the information and how we will use it.
  - DISCLOSING only the information that is necessary for the purpose of the service.
  - ACCESSING- providing people with access to their own records.
  - SECURING information against unauthorized use or disclosure.
4. All information collected at the college (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.
5. All collected information at the college will be retained in either the fireproof safe (in the case of current staff and students), or in locked filing cabinets in another area of the college, 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.
6. 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 storage in the strong room of the General Office.
7. All electronic data will be maintained, stored and transmitted in accordance with DET requirements and expectations.
8. All records will be maintained and kept up to date by office administration staff.
9. All requests, (including requests by staff) for information stored at school must be made to the principal or his/her delegate.
10. 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.
11. Under no circumstances, will personal private information be disclosed to unauthorised people.

## REVIEW OF POLICY

This policy will be reviewed by the Student Engagement & Wellbeing team and College Council in 2018.

## DET Information Privacy Policy

This brochure outlines how the Department of Education and Early Childhood Development (DET) and DET funded services will comply with the requirements of Victorian privacy legislation. When DET and DET funded services collect personal information from you, a tailored privacy statement incorporating the relevant privacy principles from below, will be provided to you.

- > **Collection** DET and DET-funded services must collect only personal and health information that is necessary for performance or functions. Individuals should be told why this information is required, what it will be used for and that they can gain access to their personal and health information.
- > **Use and disclosure** DET and DET-funded services must only use or disclose personal and health information:
  - for the primary purpose for which it was collected
  - for a related secondary purpose (which must be a directly related purpose in the case of health or sensitive information) that the person would reasonably expect
  - with the consent of the person
  - unless otherwise required, permitted or authorised by law.
- > **Data quality** DET and DET-funded services must make sure personal and health information is accurate, complete and up-to-date.
- > **Data security** DET and DET-funded services must take reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure.
- > **Openness** DET and DET-funded services must document clearly expressed policies on management of personal and health information and make these policies available to anyone who asks for them.
- > **Access and correction** Individuals have a right to seek access to their personal and health information and make corrections. Access to and correction of information collected and used by DET and DET-funded services will be handled mostly under the *Victorian Freedom of Information Act 1982*.
- > **Unique identifiers** A unique identifier is usually a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Tax file numbers and Medicare numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. Privacy laws limit the adoption and sharing of unique numbers. DET and DET-funded services will limit the use of unique identifiers as required by the Victorian privacy laws.
- > **Anonymity** When lawful and practicable, individuals should be able to remain anonymous in transactions with DET and DET-funded services.
- > **Transborder data flows** Transfer of personal and health information outside Victoria is restricted by privacy laws. Personal and health information may be transferred only if the recipient protects privacy under standards similar to Victoria's Information Privacy Principles/Health Privacy Principles.
- > **Sensitive information** The *Information Privacy Act 2000* restricts collection of sensitive information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. DET and DET-funded services will apply IPP10 when collecting and handling sensitive information.

The full exceptions qualifying many of the principles are not included here, but can be found at the Privacy Victoria website. Further information is available here:

- > **DET's Privacy Unit** Email: [privacy.enquiries@edumail.vic.gov.au](mailto:privacy.enquiries@edumail.vic.gov.au) Telephone: (03) 96373601
- > **DET's Freedom of Information Unit** Email: [FOI@edumail.vic.gov.au](mailto:FOI@edumail.vic.gov.au) Telephone (03) 9637 2670
- > **DET website** <http://www.education.vic.gov.au/privacy.htm>
- > **Victorian privacy laws** Privacy Victoria website: <http://www.privacy.vic.gov.au> Telephone: 1300 666 444
- > **Office of the Victorian Health Services Commissioner** Website: <http://www.health.vic.gov.au/hsc> Telephone: (03) 8601 5200