

## Privacy Policy

### Background

Every member of the school community at Huntingdale Primary School has the right to have his or her privacy and confidentiality protected as afforded through by Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, which provide for the protection of personal and health information.

Information regarding personal and contact details of all members should be retained by the school for use in supporting the welfare of families and staff. Access to this information should only be permitted for purposes associated with the education and welfare of students and staff. However, Department of Education and Training (DET) regulations on privacy information must take precedence.

*Confidential information* refers to:

- **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.

### Purpose

To ensure that Huntingdale Primary School:

- Collects confidential information in the correct manner as required by DET
- Appropriately keeps confidential information on students, their families and staff.
- Only allows authorised persons have access to confidential information and use it for the correct purposes.
- Follows DET procedures and protocols with regards to privacy.
- Is compliant with Victorian privacy law- the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic)
- Implement DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.



## Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- This policy applies to students, staff (including voluntary staff) and the School Council at Huntingdale Primary School.
- The school will use the Primary School Privacy statement supplied by DET when families enrol at the school. See <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx#link6>
- Personal information regarding each student shall be retained for use by office and teaching staff in line with DET requirements.
- Personal files relating to student achievement will be kept in teacher files with access only being allowed to authorised persons.
- Personal files relating to those being supported by outside support staff shall be kept in locked filing cabinets, with access only being allowed to authorised persons.
- Personal details regarding each member of staff shall be kept for use by school administration to support them.
- Personal files on each member of staff shall be kept in a locked, fireproof safe with access only being allowed to authorised persons.
- Personal details of any student, their family members or staff members will be revealed only to authorised persons with relevant documentation (e.g. subpoena, DHHS)
- Where Court Orders are relevant the Principal and administration staff will copy, file and implement these individually as appropriate.
- 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.
- Images, names and personal details will not be used in any media to be distributed without the prior consent of a student's parents, family or the staff member concerned.
- Only students' first names will be used in media releases concentrating on school events, with parental permission being gained for use of student images.
- Parents acting as emergency contacts will only have access to contact details of families if the families expressly consent.
- Only under exceptional circumstances, e.g. mandatory reporting, will personal information relating to students or families be given out over the telephone. The school will take details of those wishing to make contact and if appropriate will inform the family concerned so that they may respond, if they wish.
- The use of any recording device within the school or of school activities may be refused at any time by the Principal or responsible staff member, at their discretion.
- The digital recording of events within the school or off school premises such as the Whole School Production will be communicated to parents through the School newsletter. Parents then have the option to "opt their child out" of the filming. A suitable solution to ensure the child still participates will then be sought. All the material produced will only be distributed among the school community or if appropriate on our webpage with permission.
- School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:
  - Huntingdale Primary School's Acceptable Use Policy
  - DET 'ICT Security Incident' Policy - <http://www.education.vic.gov.au/about/deptpolicies/ICTpolicy.htm>



- The *Using Social Media: Guide for DET Employees in Schools (Guide)* which aims to assist school employees to understand what is in existing legislation, policies, instruments and guidelines and how these apply to social media.  
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/socialmedia.aspx>
- Should the school receive a complaint about personal information privacy this will be investigated in accordance with the DET's privacy complaints handling policy.
- The school will be guided by DET's Information Privacy Policy (2016) which can be found at:  
<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

### **Evaluation**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

### **Document Status**

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
February 2017	March 27 <sup>th</sup> 2017	March 27 <sup>th</sup> 2020