

PRIVACY POLICY



RATIONALE

Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts.

PURPOSE

- To collect, handle, use, store and disclose personal and health information of staff and students in a manner compliant with the Health Records Act 2001 and the Information Privacy Act 2000

BROAD GUIDELINES

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision. At Mill Park Heights Primary School:
- all staff will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of Department of Education and Training (DET) Privacy Bulletins 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
- the 'Privacy: Protecting Information' posters will be prominently displayed about the school
- While Privacy legislation is detailed, practising 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 unauthorised use or disclosure

- all information collected (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles
- after use all collected information 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 ensuring the process is 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.

EVALUATION

This policy is to reviewed regularly or as required by developments in relevant legislation or DET requirements etc.

Ref: Vic Got Schools Reference Guide -

http://www.eduweb.vic.gov.au/referenceguide/management/6_28.htm

Circulars 82/2001 & 24/2002 – General Disposal Schedule for School Records PROS 01/01

School councils and privacy in the school community

As a school councillor you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be student enrolment information, student health information or parent information. For example, school councillors may receive the personal information of applicants to the principal class or view contractor's personal details. Schools, and school councils, have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured. Personal information can be transmitted in hard copy, verbal and electronic form.

What do I need to do as a school councillor?

- **Ensure you have only that personal information required to undertake your role as a school councillor.**
- Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself, is the information I'm accessing relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have accessed in your role as a school councillor.**
- Only use personal information for the purpose it was disclosed to you in your role as a school councillor.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. material emailed to you.**
- If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!
- Don't store school material on your home computer without password protection.
- If taking personal information on a lap top or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from the principal.**
- Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
- If you have a question or concern about handling of the personal information in the school, speak to the principal or call the Privacy Officer at Department of Education and Training on 9637 3601.

Responsible management of personal information is everyone's business.

Volunteers and privacy in the school community

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured. Personal information can be transmitted in hard copy, verbal and electronic form.

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

What do I need to do as a volunteer?

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**
- Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself, is this information relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have accessed in your role as a volunteer.**
- Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.**
- If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!
- If taking personal information on a lap top or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from staff.**
- Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
- If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Training on 9637 3601.

Responsible management of personal information is everyone's business.

PUBLICATION OF STUDENT WORK AND PHOTOGRAPHS POLICY

RATIONALE

Parents have the right to make the choice whether to approve or not approve their child's participation in the school process for publishing student work or student photographs.

PURPOSE

To publish the efforts and achievements of students to the local school community and on the Web page whilst respecting the privacy of students.

BROAD GUIDELINES

- At MPHPS we celebrate the efforts and achievements of our students by mentioning their participation in school programs in our newsletter which is also on our website. Occasionally photos of students are used. We do not identify students by name. In photographs the student's home group or year level only, is identified. On a regular basis we celebrate student work by publishing it in our weekly newsletter and on our website. Parent permission is needed for their child to be part of this publishing program (refer consent form below)
- At MPHPS we routinely publish student booklets, eg. a class newsletter, camp booklet, year 6 Presentation booklet etc., because these magazines are for our school programs and are circulated amongst the MPHPS students and staff we use student photographs and full student names. This is an acceptable practice for schools and permission is not needed
- On occasions students are invited to be videoed, photographed, recorded or interviewed by local or national newspapers, television, government publications or other areas of the media.
- Each year a commercial photographer takes home group, sport and other group photos of our students which parents can purchase. This is an acceptable practice in schools, which parents can decline when they receive advance notice of when photos will be taken. Individual photos are taken of all students at this time for the school to use as part of its student information records for educational, health and welfare reasons. This is an acceptable school practice and permission is not needed
- Please note: *If a parent chooses not to give permission, their child will not have their work published nor will their name be published for sporting or artistic achievements in the school's weekly newsletter or the Web page. Non- return of a consent form is deemed to be lack of permission from the parent/carer.*
- It is the responsibility of the parent to inform the school, in writing, if permission is to be withdrawn
All responses will be entered on a school data base to be applicable whilst a child is an enrolled student at Mill Park Heights Primary School.

EVALUATION

This policy will be reviewed regularly. This will involve taking into account teachers, students and parent feedback.