

Policy Statement

Upwey High School is committed to a strict privacy policy. All staff are required by law to protect the personal and health information the School collects and holds. The Victorian privacy laws, the Information Privacy Act 2000 and Health Records Act 2001, provide for the protection of personal and health information. The privacy laws do not replace any existing obligations that Upwey High School has under other laws.

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 reasonably be determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

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.

1. Guidelines

1.1 The school will only collect information that is necessary for the performance of its functions

1.2 The school will use and disclose personal information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect (and it may then require their consent).

2. Program

2.1 Personal Information is collected and used by Upwey High 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 the Department of Education and Training (DET) 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.

2.2.1 Upwey High School will only use or disclose personal information:

- for the primary purpose for which it was collected
- for a related secondary purpose that the person would reasonably expect (for example it is necessary to lessen or prevent a serious or imminent threat to life, health or safety)
- with the consent of the person
- unless otherwise, permitted or authorised by law.

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I. Guidelines

I.3 The school will endeavour to make sure that personal information is accurate, complete and up to date.

I.4 The school will take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

2. Program

2.2.2 The purposes for which Upwey High School uses personal information of students and parents include:

- keeping parents informed about matters related to their child's participation in school events
- 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.

2.2.3 The purposes for which Upwey High 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 legal requirements, and
- investigating incidents or defending legal claims in consultation with DET about Upwey High School, its services or staff.

2.2.4 Upwey High 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.

2.3.1 All records will be maintained by administrative staff.

2.3.2 The School aims to keep personal information it holds on staff accurate and complete. A staff member may update their personal information by contacting the Business Manager or a Principal Team member.

2.4.1 Upwey High School has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

2.4.2 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 administration.

2.4.3 All electronic data will be maintained, stored and transmitted in accordance with DET requirements and expectations.

2.4.3 All collected information at our school will be retained in either a fireproof safe (in the case of staff), or in the secure compactus storage in administration as appropriate, or either disposed of or transferred to the Public Record Office of

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1. Guidelines

- 1.5 The school will document clearly all process/procedures on the management of personal information and provide these on request to anyone that asks.
- 1.6 The school acknowledges the right of individuals to seek access to their personal information and to make corrections.
- 1.7 Celebrating the efforts and achievements of our students and staff is an important aspect of our school's culture; however the privacy of the individual must be respected and maintained.
- 1.8 The school will ensure the use of information communication technology (ICT) does not breach privacy requirements.
- 1.9 The school will ensure that the privacy of personal information will be protected if it is required by another section of the DET, including another school as a result of a transfer.

2. Program

Victoria after use consistent with the Public Record Office Standard (PROS) 01/01.

- 2.5 If additional information about this policy is required or about how Upwey High School complies with the Privacy Legislation then contact should be made with the Business Manager or the Principal
- 2.6.1 A parent, student or staff member may seek access to their personal information, provided by them, that is held by the School.
- 2.6.2 Access to some 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*.
- 2.7.1 The celebration of the efforts of students and staff will be acknowledged freely in the school's newsletter, school magazine, school displays and the school's intranet site. It will occasionally involve the photo images of students and staff.
- 2.7.2 Where the celebration of student achievement in the external media that is not of a group or team nature will require individual permission from parents/carers to use a student's image and full name for publication.
- 2.7.3 Photographs of students will be used on the school's website and social media however students will not be identified by name.
- 2.7.4 At the start of each year parents/carers will be informed via the school's newsletter about the school's practices in regards the publication of student names and photographs.
- 2.8.1 School staff and students have use of information communication technologies (ICT) provided by the School and must comply with Privacy requirements. This use is directed by:
- *DET's Acceptable Use policy for Internet, email, and other electronic communications*
 - *DET's IT Security Policy*
 - *Upwey High School's Internet Use Policy*
- 2.8.2 The Internet and email are insecure means of transmitting information. Therefore, items of a highly confidential or sensitive nature should not be sent via email.
- 2.9.1 The Privacy Act allows each school, being legally related to each of the other schools conducted by the DET to share personal (but not sensitive) information with other schools conducted by the DET. Other DET schools may then only use this personal information for the purpose for which it was originally collected by the DET. This allows schools to transfer information between them, for example, when a pupil

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1. Guidelines

- 1.10 The school restricts the collection of sensitive information and will not seek information about a person's racial or ethnic origin, political views, religious beliefs or sexual preferences.
- 1.11 It is important that all members of Upwey High School have an awareness of the Privacy guidelines.
- 1.12 It is important that all concerns over breaches are thoroughly investigated and the appropriate action is taken.

2. Program

- transfers from Upwey High School to another school conducted by the DET.
- 2.9.2 Upwey High School will not send personal information about an individual interstate or outside Australia without:
- obtaining the consent of the individual (in some cases this consent will be implied); or
 - otherwise complying with the National Privacy Principles.
- 2.10 Upwey High school will comply with The *Privacy and Data Protection Act 2014*.
- 2.11 All staff at Upwey High School will be provided with up to date professional learning in relation to Privacy, will be provided with and made aware of Department of Education and Early Childhood (DET) Privacy guidelines and other information as it becomes available, and will made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.
- 2.12 Should the school receive a complaint about personal information privacy this will be investigated by the Principal or their delegate, in accordance with DET's Complaints Handling Policy.
<http://www.education.vic.gov.au/about/contact/Pages/complaintslanding.aspx>

Links

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/requestinfo.aspx>
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/privacy.aspx>
privacy.enquiries@edumail.vic.gov.au
<http://www.upweyhs.vic.edu.au/docs/policies/ICT%20Acceptable%20Use%20Policy%20Aug%202013.pdf>

Evaluation

This policy will be reviewed as part of the school's 3year cycle or as required by developments in relevant legislation.

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