



# CAULFIELD PRIMARY SCHOOL

## PRIVACY POLICY

### POLICY NO. 3.2

#### **Rationale:**

In carrying out its educational, extra-curricular and welfare functions, Caulfield Primary School collects personal information about students, parents/carers and staff. Personal information is collected and used by the school to:

- Provide services or to carry out the school's 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 DET reporting requirements
- Comply with statutory and or other legal obligations in respect to staff

The school is committed to ensuring that all personal information collected is used in accordance with the law. All employees, School Council members and volunteers are required by law to protect the personal information the school collects and holds. All members of the Caulfield Primary School community have the right to understand how their personal information will be stored, used and disposed of.

#### **Policy statement:**

Caulfield Primary School is bound by the Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that impose specific obligations in regard to handling personal and health information that directly or indirectly identifies a person. The privacy policy and principles in this document are in accordance with these laws and the DET Information Privacy Policy.

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 be reasonably 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. It may include behaviour management plans and other information and assessments conducted or created by the school.

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, socio-economic status or criminal record that is also classified as personal information about an individual.

In this policy information refers to personal information, health information and sensitive information unless otherwise specified.

### **Implementation:**

Caulfield Primary School collects and holds information about students, parents and staff. The use of this information is bound by the DET Information Privacy Policy. In broad terms, this means that CPS:

- collects only information which is required for a specified purpose
- ensures that the person supplying the information knows why the information is collected and how it will be handled
- uses and discloses information only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise required, permitted or authorised by law)
- stores information securely, protecting it from unauthorised access and retaining it for the period authorised by the Public Records Act 1973, and takes reasonable steps to permanently de-identify or destroy personal or health information when it is no longer needed
- provides people with access to their own personal information and encourages people to seek corrections when necessary.
- allows parents to access information about their own child unless a court order is in place to prevent this.
- Does not allow anyone to access another person's personal information without his or her consent. Any other requests for personal information about another person must be handled under the Freedom of Information Act 1982.
- Personal information will be securely disposed of when no longer required.

The school will use and disclose information about a student, parent or staff member 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 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 information is required, including the use of photographs in school or other publications, the school will seek consent from the appropriate person. This includes parents' contact information which may be circulated in the form of class contact lists and email distribution lists only with parental consent. In the case of a student's personal information Caulfield 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. Whenever information about students is to be collected, parents will be advised of:

- the reason the information is being collected
- who the information is to be shared with (eg: camp personnel; specialist, casual and classroom teachers)
- the process by which information may be changed or updated.

Where personal information held by the school is sought by a third party the individual whose information is sought will be informed that this request has been made.

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the DET privacy complaints handling policy.

<b>Date of approval:</b> 2017	<b>Date of review:</b> 2020
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