



MULGRAVE PRIMARY SCHOOL

Gladeswood Drive, Mulgrave Vic 3170

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.

Aims:

- 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*.

Implementation:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- 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 DEECD updates as they become available, and reminded of their individual and our collective duty of care regarding Privacy as required.
- 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.
- Privacy guidelines for all parties using the school's Intranet, Internet or Ultranet will be made explicitly clear. This includes students, staff and the parent community.
- All collected information at our school will be retained in a secure environment as appropriate, 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.
- All relevant information and records relating to students will be retained in a secure environment in the office area.
- All electronic data will be maintained, stored and transmitted in accordance with DEECD 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 and appropriate processes followed in line with privacy legislation.
- Under no circumstances, will personal information be disclosed to unauthorised people.

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

June 2014