



## **PRIVACY POLICY**

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### **1. AIM**

*Koo Wee Rup Primary School (KWRPS) and staff will comply with the requirements of Victorian privacy legislation. When personal information is collected from you a privacy statement will be made available to you.*

### **2. RATIONALE**

*The law permits the school to share relevant information about students with other staff who need to know that information to educate and support the student or to fulfil the school's legal obligations.*

*Victorian government schools collect personal and health information about students to provide for and support the education, social and emotional wellbeing and health of students (the primary purposes), and fulfil various legal obligations including duty of care, anti-discrimination and occupational health and safety law.*

*Victorian privacy law applies to all school staff including teachers, SSS staff, nurses and all other employees of the Department of Education and Training (DET) and school.*

### **3. IMPLEMENTATION**

**Collection:** *KWRPS will collect only personal and health information that is necessary for performance or functions. Individuals should be told why this information is required, what it will be used for and that they can gain access to their personal and health information.*

**Use and disclosure:** *KWRPS will only use or disclose personal and health information:*

- *for the primary purpose for which it was collected*
- *for a related secondary purpose (which must be a directly related purpose in the case of health or sensitive information) that the person would reasonably expect*
- *with the consent of the person*
- *unless otherwise required, permitted or authorised by law.*

**Data quality:** *KWRPS will make sure personal and health information is accurate, complete and up-to-date.*

**Data security:** *KWRPS will take reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure. Files will be kept in a secure storage area and disposal of confidential files will be performed by a Security Shredding service.*

**Openness:** Management of personal and health information also relates to the KWRPS Enrolment Policy, Wellbeing Policy and Confidentiality Policy which are available by request or on the school website.

**Access and correction:** Individuals have a right to seek access to their personal and health information and make corrections. Access to and correction of information collected and used by KWRPS will be handled mostly under the Victorian Freedom of Information Act 1982.

**Unique identifiers:** A unique identifier is usually a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Tax file numbers and Medicare numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. KWRPS will limit the use of unique identifiers as required by the Victorian privacy laws.

**Anonymity:** When lawful and practicable, individuals should be able to remain anonymous in transactions with KWRPS.

**Transborder data flows** Transfer of personal and health information outside Victoria is restricted by privacy laws. Personal and health information may be transferred only if the recipient protects privacy under standards similar to Victoria's Information Privacy Principles/Health Privacy Principles. On enrolment families from interstate must give permission to gain confidential information from their previous school.

**Sensitive information:** The Information Privacy Act 2000 restricts collection of sensitive information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. KWRPS will apply IPP10\* when collecting and handling sensitive information. The full exceptions qualifying many of the principles are not included here, but can be found at the Privacy Victoria website.

## **1. EVALUATION**

*This policy will be reviewed by School Council as the need arises or if Department of Education and Training requirements change.*

Further information is available from:

**DET's Privacy Unit, DEECD's Freedom of Information Unit**

**DET website** <http://www.education.vic.gov.au/privacy.htm>

**Victorian privacy laws** Privacy Victoria website: <http://www.privacy.vic.gov.au>

\* includes DET's IPP10 policy on collection of sensitive information.

**Office of the Victorian Health Services Commissioner**

Website: <http://www.health.vic.gov.au/hsc>

*Ratified at School Council meeting 21/07/2015.*