



HIGHVALE PRIMARY SCHOOL

Privacy Policy

Ratified by School Council:

Review date: July 2012

Rationale:

Every member of the school community at Highvale Primary School has the right to have his or her privacy and confidentiality protected as afforded through Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, which provide for the protection of personal and health information.

Information regarding personal and contact details of all members should be retained by the school for use in supporting the welfare of families and staff. Access to this information should only be permitted for purposes associated with the education and welfare of students and staff. However, DEECT regulations on privacy information must take precedence.

Scope - This policy applies to members of school staff, including voluntary staff and the school council at Highvale Primary School. This policy will be made available on request.

In this policy *confidential information* refers to:

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.

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.

Aims:

- To collect information as required by DEECD.
- To keep confidential information on students, their families and staff.
- To keep information in an appropriate manner with access to it allowed by authorised persons only for authorised purposes.

Implementation:

- Personal information regarding each student shall be kept for use by office and teaching staff in line with departmental requirements.
- Personal files relating to student achievement will be kept in teacher files with access only being allowed to authorised persons.
- Personal files relating to those being supported by outside support staff shall be kept in locked filing cabinets, with access only being allowed to authorised persons.
- Personal details regarding each member of staff shall be kept for use by school administration to support them.
- Personal files on each member of staff shall be kept in a locked, fireproof safe with access only being allowed to authorised persons, as per departmental requirements.
- Personal details of any student, their family members or staff members will be revealed only to authorised persons.

- Where Court Orders are relevant the principal will deal with these individually as appropriate.
- **Access to other 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.
- Images, names and personal details will not be used in any media to be distributed without the prior consent of a student's parents, family or the staff member concerned.
- Only students' first names be used in media releases concentrating on school events, with parental permission being gained for use of student images.
- Parents acting as classroom contacts will only have access to contact details of families if the families expressly consent.
- Only under exceptional circumstances, eg, mandatory reporting, will personal information relating to students or family be given out over the telephone. The school will take details of those wishing to make contact and if appropriate will inform the family concerned so that they may respond, if they wish.
- The use of any recording device within the school or of school activities may be refused at any time by the Principal or responsible staff member, at their discretion.
- The digital recording of events within the school or of school activities such as the Whole School Production or Year 6 Graduation will be communicated to parents through the School newsletter. Parents then have the option to "opt their child out" of the filming. A suitable solution to ensure the child still participates will then be sought. All the material produced will only be distributed among the school community.
- School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:
 - the DEECD and Highvale Primary School's acceptable use policy and guidelines for Internet, email and other electronic communications
 - the DEECD 'ICT Security Incident' policy - <http://www.education.vic.gov.au/about/deptpolicies/ICTpolicy.htm>
 - The *Using Social Media: Guide for DEECD Employees in Schools (Guide)* which aims to assist school employees to understand what is in existing legislation, policies, instruments and guidelines and how these apply to social media. <http://www.education.vic.gov.au/management/lol/guides/sm/default.htm>
- Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department's privacy complaints handling policy.

Responsibility and Evaluation:

This policy will be reviewed every 3 years and will be amended by School council.