

PRIVACY POLICY

(Child Safe Stnadrad 5)

PURPOSE

William Ruthven Primary School is bound by Victorian personal information privacy laws covering student records, staff files and information held by the school. These laws include:

- The *Privacy and Data Protection Act 2014*, which applies to all forms of recorded information or opinion about an individual who can be identified, including photographs and emails; and,
- The *Health Records Act 2001*, which establishes standards for the collection, handling and disposal of health information.

The school is committed to protecting the privacy of personal (including images, emails and academic records) and health information. This policy supports the school's need to collect information and the right of the individual to privacy. It ensures that the school can collect personal and health information necessary for its services and functions, while recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect the privacy of their personal and health information.

This policy applies to staff, school council, students on placement (e.g., pre-service teachers and those on work experience), consultants and volunteers who may come about confidential information in the course of their work with William Ruthven Primary School.

AIM

- To ensure that personal and health information that the school collects and holds is managed in a manner consistent with community expectations, professional standards and legal obligations.

IMPLEMENTATION

- The Department of Education and Training's Schools' Privacy Policy:
 - Replaces any existing privacy policies used by schools.
 - Ensures our school is compliant with updated legislation.
 - Clarifies that all school staff (including student support service officers, other allied health practitioners and teaching staff) may share personal and health information about a student with all other staff who 'need to know' that information, to enable the school to educate or support the student or fulfil legal obligations.
 - Allows for personal and health information about students transferring between government schools to be shared with the next (victorian government) school.
- The Department of Education and Training's Schools' Privacy Policy is
 - Linked from our school's website to <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.
- The *Collection Notice – Enrolment – Information for Parents and Carers* is provided to parents and carers:
 - With our school enrolment form/packs.
 - Each year – with a copy of the notice posted to the school's website.

REVIEW CYCLE

This policy is centrally reviewed and updated, so we use the link to the [Schools' Privacy Policy](#) on the DET website to ensure all stakeholders have access to the most current version.