



4.5 INFORMATION PRIVACY

POLICY

The Privacy and Data Protection Act 2014 and the Health Records Act 2001 as well as other laws impose obligations in regard to the handling of personal information. All members of staff and the School Council of Beaumaris North Primary School (BNPS) and all parent volunteers are required by the above laws to protect the personal information that we collect and hold in respect of staff, parents and students. The terms personal information, sensitive information, health information, staff and parent shall have the same meanings as in the Privacy and Data Protection Act 2014 and the Health Records Act 2001.

PURPOSE

BNPS is committed to protecting the privacy of the personal and health information that BNPS collects and holds. The purpose of this policy is to:

- Support the need for BNPS to collect personal information.
- Ensure BNPS collects, handles, uses, stores, uses, discloses and disposes of personal information in a manner compliant with the Privacy and Data Protection Act 2014 and the Health Records Act 2001.

IMPLEMENTATION

1. BNPS collects and holds personal information about staff, parents and students. BNPS will collect and hold personal information to:
 - Keep parents informed about their child's schooling.
 - Celebrate the efforts and achievements of students.
 - Look after educational, social and health needs of each child.
 - Provide services or to carry out BNPS's statutory functions.
 - Plan, resource, monitor and evaluate BNPS services and functions.
 - Comply with Department of Education and Training ("DE&T's") research and reporting requirements.
 - Comply with BNPS's legal obligations.
 - Assist BNPS and its staff to discharge its duty of care to students.
 - Investigate incidents or defend any legal claims against BNPS involving staff, parents and students.
 - Comply with laws that impose specific obligations regarding the handling of personal information.
 - For day to day administration purposes.

2. BNPS will collect and hold personal information of job applicants, staff members, CRT (Casual Relief Teachers) and contractors to:
 - Assess the suitability for employment.
 - Administer the staff member's employment.
 - Satisfy BNPS legal requirements.
 - Investigate incidents or defend any legal claims against BNPS involving staff, parents and students.
 - For insurance purposes, such as public liability or WorkCover.
3. BNPS will use and disclose personal information about a staff member, parent or student when:
 - It is required for general administration duties and statutory functions.
 - It relates to the purpose for which the information is collected.
 - 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.
4. BNPS may use and disclose personal information about a staff member, parent or student for another purpose when:
 - The person consents.
 - It is necessary to lessen or prevent a serious or imminent threat to life, health or safety.
 - It is required by law or for law enforcement purposes.
5. Where consent for the use and disclosure of personal information is required BNPS will seek consent from the appropriate person - in the case of a student from the student's parent or guardian. BNPS will treat consent given by the student's parent or guardian as consent given on behalf of the student.
6. A staff member, parent or student may seek access to their personal information that is held by BNPS.
7. BNPS will aim to keep the personal information it holds accurate, complete and up to date. A person may update their personal information by contacting BNPS.
8. BNPS staff and students will use Information Technology in compliance with the DE&T's Acceptable Use Policy, the DE&T's IT Security Policy and the BNPS Acceptable Use Agreement.
9. Should BNPS receive a complaint about privacy the complaint will be investigated in accordance with DE&T's Information Privacy Complaints Handling Policy.

References:

Privacy and Data Protection Act 2014 (Victoria), Health Records Act 2001 (Victoria) & Privacy Victoria

Ratified by School Council June 2016

Next Review Date 2019