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:
 Our school collects and holds personal information about students, parents and staff.
 The Victorian privacy laws, the Information Privacy Act 2000 and Health Records Act 2001, provide for the protection of personal and health information.
 Privacy protects individuals from harm resulting from misuse of their information.
 The purposes for which the school uses personal information of students and parents includes keeping parents informed about matters related to their child’s schooling, looking after students’ educational, social and health needs, day-to-day administration, satisfying legal obligations, and allowing the school to discharge its duty of care.
 The purposes for which the school uses personal information of job applicants, staff and contractors includes assessing the suitability for employment, administering the individual’s employment or contract, for insurance purposes, such as public liability or WorkCover, and satisfying the school’s legal requirements and duty of care responsibilities.
 The school will use and disclose personal information about a student, parent and staff when it is required for general administration duties and statutory functions, it relates to the purposes for which it was collected, and for a purpose that would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.
 The school can disclose personal information for another purpose when the person consents, or
  o it is necessary to lessen or prevent a serious or imminent threat to life, health or safety or
  o is required by law or for law enforcement purposes. As we are a primary school we will generally seek the consent of parents / guardians and will treat consent by the parent / guardian as consent given on behalf of the student.
 A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school. All requests (including requests by staff) for private and confidential information stored at school must be made to the principal or his/her delegate.
 As the school aims to keep personal information it holds accurate, complete and up-to-date, an adult may update their own personal information or the information of their child by contacting the office administration staff.
 All relevant information and records relating to students, parents or families or contractors (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in the secure compactus storage in the office.
 All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents about their children, or information requested by staff in the course of their work about students) will be referred to the principal and possibly the Freedom of Information Unit.
 Under no circumstances, will personal private information be disclosed to unauthorised people.
 All electronic data will be maintained, stored and transmitted in accordance with Department of Education requirements and expectations. All staff and students will be provided with

References:- School Policy & Advisory Guide -
confidential passwords and access codes to protect their private work and information that exists on the schools various intranet, on-line, and digital storage retrieval systems.

- Any complaint about personal information privacy this will be investigated in accordance with *DEECD’s Privacy Complaints Handling Policy*.

**Evaluation:**
To be reviewed as required by developments in relevant legislation or Department of Education and Early Childhood Development (DEECD) requirements etc.

This policy was last ratified by School Council in *May 2012*. 

References:- School Policy & Advisory Guide -
This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Kialla Central Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Kialla Central Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Health information is collected so that staff at Kialla Central Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child’s doctor. Kialla Central Primary School depends on you to provide all relevant health information because withholding some health information may put your child’s health at risk.

Kialla Central Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Kialla Central Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Debbie Humphries, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts
These are people that Kialla Central Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Kialla Central Primary School.

Student Background Information
This includes information about a person’s country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Kialla Central Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Immunisation status
This assists Kialla Central Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa status
This information is required to enable Kialla Central Primary School to process your child’s enrolment.

UPDATING YOUR CHILD’S RECORDS
Please let Kialla Central Primary School know if any information needs to be changed by sending updated information to the school office. Please contact Kialla Central Primary School, on 03 58 271 373 or by email kialla.central.ps@edumail.vic.gov.au to update any information. During your child’s time with Kialla Central Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD’S RECORD HELD BY SCHOOL
In most circumstances you can access your child’s records. Please contact the Principal on 03 58 271 373 to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. The Kialla Central Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. The Kialla Central Primary School privacy policy is available on http://www.kiallacentralps.vic.edu.au.

References: