

PRIVACY & CONFIDENTIALITY 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:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- All collected information at our school will be retained in either the fireproof safe (in the case of staff), or either disposed of or transferred to the Public Record Office of Victoria after use consistent with the Public Record Office Standard (PROS) 01/01.
- All relevant information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure compactus storage in the office.
- All requests (including requests by staff) for information stored at school must be made to the principal or his/her delegate.
- All requests for information will be referred to the Principal, who will be guided by DET policy 'Requests for Information About Students' policy (see attached), and possibly the Freedom of Information Unit.
- Under no circumstances will personal private information be disclosed to unauthorised people.
- All staff and volunteers are expected to comply with the Privacy and Confidentiality Policy at all times.

Evaluation:

This policy will be reviewed as part of the school's three year review cycle or as required.

This policy was last ratified by School Council in....

Feb 2018