

PRIVACY POLICY

PURPOSE

Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts. Devon Meadows Primary School will 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.

GUIDELINES

Privacy protects individuals from harm resulting from misuse of their information. Privacy promotes effective service delivery by encouraging full and frank information provision.

All staff at our school will be provided with up to date professional development in relation to privacy, will be provided with and made aware of DEECD Privacy Bulletins and other information as they become available, and will be made aware of, and reminded of their individual and our collective duty of care regarding privacy as required.

While privacy legislation is detailed, practising privacy involves:

COLLECTING – only information the school needs.

INFORMING – people why you need the information and how it would be used.

DISCLOSING – only the information that is necessary for the purpose of the service.

ACCESSING – providing people with access to their own records.

SECURING – information against unauthorised use or disclosure.

At our school:

All information collected (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.

All collected information will be retained in either the fireproof safe (staff), or in the secure compactus storage in the office as appropriate, or either disposed of or transferred to Public Record Office of Victoria after use, consistent with the Public Record Office Standard (PROS) 01/01 and 07/01.

All relevant information and records relating to students (eg enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will be retained in secure compactus storage in the office.

All electronic data will be maintained, stored and transmitted in accordance with DEECD requirements and expectations.

All records will be maintained and kept up to date by office administration staff.

All requests (including those made by staff) for information stored at school must be made to the principal or his delegate.

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 their 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.

EVALUATION

To be reviewed by developments in relevant legislation or DEECD requirements etc.

All policies will be reviewed as part of the cyclic review process. This policy will be reviewed in February 2014.



COUNCIL APPROVED: _____

DATE: _____