



## **GUIDELINES: PRIVACY PROTECTION INFORMATION**

### **BACKGROUND:**

All staff are required by law to protect the personal, health or sensitive information the school collects and holds. The Victorian privacy laws, the *Information Privacy Act 2000* and *Health Records Act 2001*, provide for the protection of personal, health or sensitive information.

### Definitions:

**Personal information** means information or opinion that is recorded in any medium and, whether true or not, about an individual whose identity is apparent, or can reasonably be determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

**Health information** is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

**Sensitive information** is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional, or trade association memberships, sexual preferences, or criminal record, which is also classified as personal information about an individual.

**Parent** is defined as birth parent, step- parent, adoptive parent, foster parent, guardian, or a person who has custody or daily care and control of the child.

**Staff** is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DET) . (Information provided to a school through job applications is also considered staff information.)

### **1.PURPOSE**

To establish and maintain a common understanding of privacy to protect personal, health or sensitive information collected and used by staff and parents.

### **2.AIMS**

- To collect information required for a specified purpose.
- To ensure that the informant knows why the information is being collected and how it will be utilised.
- To use and disclose the information for the specified purpose, and for other purposes with consent, unless authorised by law.
- To store information securely, with protection from unauthorised access, and to retain for the designated period and take reasonable steps to permanently de-identify personal, health or sensitive information when no longer required

- To provide authorised persons access to their personal information, provided by them, that is held by the school, and to make amendments when necessary as authorised by the designated acts.

### **3. IMPLEMENTATION**

- Personal, health or sensitive information is to be received in a written format.
- School correspondence will clearly state the specified purpose for the collection of personal, health or sensitive information.
- The following clause will be included in the footer of all correspondence containing private, health or sensitive information:  
*Confidentiality of the information provided will be maintained and will only be used for the specified purpose, unless otherwise required by law.*
- The school will comply with the relevant statutory requirements in regard to the storage, retention and protection from unauthorised access of collected personal, health or sensitive information.
- The school will endeavour to keep personal information it holds accurate. A person may update their personal information by contacting the school in writing.

### **4. EVALUATION**

Policy to be reviewed as necessary.