Doncaster Gardens Primary School
Privacy Policy

Philosophical Basis:
Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that Doncaster Gardens Primary School recognises and accepts.

Guidelines:
• Doncaster Gardens Primary School 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.
• Privacy protects individuals from harm resulting from misuse of their information.
• Privacy promotes effective service delivery by encouraging full and frank information provision.
• Staff will be provided with up to date professional development in relation to Privacy.
• While privacy legislation is detailed, practising privacy involves: COLLECTING only information the school needs.
  INFORMING people why you need the information and how we will use it.
  DISCLOSING only the information that is necessary for the purpose of the service.
  ACCESSING – providing people with access to their records.
  SECURING information against unauthorised use or disclosure.

Implementation:
• Staff will be provided with and made aware of the Department of Education and Training (DET) Privacy Bulletins and other information as they become available.
• Staff, volunteers and school councillors will be made aware of, and reminded of their individual and collective duty of care regarding privacy as required.
• The Volunteers and Privacy in the School Community document will be given to volunteers and school councillors when they commence duties.
• All information collected (eg enrolment, excursion and medical permission forms) will be subjected to the principles outlined in the guidelines.
• Collected information will be retained in either a fireproof safe (in the case of staff), or in secure storage as appropriate, 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) will be retained in secure storage.
• All electronic data will be maintained, stored and transmitted in accordance with DET requirements and expectations.
• All records will be maintained and updated by office administration staff.
• 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 (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 DET Freedom of Information Unit.
• Under no circumstances will personal and/or private information be disclosed to unauthorised people.

Evaluation:
• This policy will be reviewed as required by developments in relevant legislation or DET requirements.
• This policy will be reviewed every three years as part of the policy review cycle.

September 2015