

# Vermont Secondary College

'Lift up thine eyes'



## College Policy: Privacy

Draft 2016

### Background

**Personal and health information is collected and used by Vermont Secondary College for the following purposes**

- To provide services or to carry out statutory functions
- To assist the school and its employees to fulfil its duty of care to students
- To plan, fund and monitor the schools services and functions
- To comply with reporting requirements

Vermont Secondary College is bound by the Victorian Privacy laws, the Privacy and data Protection Act 2014 and the Health Records Act 2001, as well as other laws that impose specific obligations in regard to handling personal and health information that directly or indirectly identifies a person.

Essentially this policy will apply when other laws do not regulate the use of personal information.

### Definitions

**Personal information** means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion.

**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 views, religious beliefs, trade union or other professional or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

**Parent** in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

**Staff** in this policy 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. Information provided to a school via job applications is also considered staff information.

### Collection of personal information

- Collect only information that is required for a specified primary purpose
- Use and disclose it only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise required, permitted or authorized by law)
- Store is securely, protecting it from unauthorized access

## **Use and disclosure of the personal information provided:**

### **Students and Parents**

The purposes for which the school uses personal information of students and parents include:

- To keep parents informed about matters related to their child's schooling
- To look after a students' educational, social and health needs
- To celebrate the efforts and achievements of students
- In day-to-day administration
- To satisfy the school's legal obligations, and
- To allow the school to discharge its duty of care.

### **Staff**

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- to assess suitability for employment
- to administer the individual's employment or contract
- for insurance purposes, such as public liability or Work Cover
- to satisfy the school's legal requirements, and
- whilst investigating incidents or defending legal claims about the school, its services, or staff.

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 any purpose that is directly related to the reason the information was collected and the use 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
- it is in line with documentation provided to parents by the college, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

### **Accessing personal information**

Individuals have a right to seek access to their personal and health information and make corrections. Access to and correction of information collected and used by Vermont Secondary College will be handled mostly under the Victorian Freedom of Information Act 1982.

### **Updating personal information**

The college aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Business Manager, Pam Brutovic or by providing information to the General Office.

To ensure personal information remains accurate, complete and up-to-date the college will request on an annual basis that parents check and update the information held. This task will be undertaken by staff in the General Office.

**Security:**

School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- Department of Education and Training IT security policy
- Department of Education and Training's acceptable use policy for Internet, email and other electronic communications
- Vermont Secondary College's Acceptable Use Policy.

**Web sites:**

**Information collected**

Vermont Secondary College web and web server automatically makes a record of the statistics of hits to the site. The college maintains a list of e-mail addresses for electronically forwarding the college newsletter for which anyone can voluntarily subscribe and unsubscribe. The college intends to have a similar process on-line for collecting details of ex-students in the future.

**Complaints under privacy**

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education and Training's privacy complaints handling policy.

<b>Date Implemented</b>	
<b>Author</b>	
<b>Approved By</b>	
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	2016
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<b>Next Review Date</b>	
<b>References</b>	
<b>Located</b>	<ul style="list-style-type: none"><li>• VRQA</li></ul>