

## 5.9 PRIVACY POLICY STATEMENT

### 1. Introduction:

- 1.1 This policy explains SHPS's collection, use and management of personal information collected by it, or provided to it - in line with the Commonwealth's Privacy Act (1988) implemented 21st December 2001, and by the national privacy principles contained within that Act.
- 1.2 The school will from time to time review and update this policy to take account of new laws and technologies, changes to school policy and practice, and to make sure it remains appropriate.

### 2. What is personal information?

2.1 Personal information can be any information or opinion - including information or opinion forming part of a database - whether true or not, about an individual whose identity is apparent, or can be reasonably ascertained from the information or opinion. The range is infinite and can include:

- telephone number
- address
- e-mail address
- place of work
- job, trade or profession
- relationships to others
- hobbies, interests, and beliefs
- examination results, teachers' evaluations, school reports, references

2.2 Sensitive information is a subset of personal information, and refers to your:

- racial or ethnic origin
- political opinions
- membership of a political association or trade union, or trade or professional association
- religious or philosophical beliefs
- sexual preferences or practices
- criminal record
- or health information.

### 3. What kind of Personal Information does SHPS collect, and how does it collect it?

3.1 SHPS collects and retains, but is not limited to, personal information - including sensitive (as defined by the Act) and health information about:

- our students, parents/guardians and families during and after the student's enrolment;
- applicants for jobs, members of staff, volunteers, School Council Members, and contractors;
- and other people who may come in contact with the school.

3.2 SHPS may also collect photographic / video images and / or audio recordings of students and / or their parents for educational purposes - with the use of this material for any other purpose (e.g. marketing, promotions, external video / audio productions, etc) only with the informed and written consent of the participating students' parents / guardians.

### 4. Personal Information You provide:

4.1 SHPS generally collects personal information by:

- forms and surveys filled out by parents, students and others

- face-to-face interviews and meetings
- telephone calls, letters, e-mails, voice-mails etc.

## **5. Personal Information Others provide:**

5.1 SHPS may receive personal information from referees, medical practitioners, counsellors, other schools' reports and references, etc.

## **6. Employees' Records - exception:**

6.1 This policy, the Privacy Act (1988) and the National Privacy Principles do not bind SHPS in relation to employees' records where the treatment is directly related to a current or former employment relationship between SHPS, and the employee or former employee.

## **7. How does / or will SHPS use Personal Information?**

SHPS uses personal information for the *primary purpose* of collection (outlined below), and for *secondary purposes* that are related to the primary purpose and reasonably expected, or to which you have consented.

### *7.1 Students and parents:*

SHPS's primary purpose of collection is to enable the school to provide quality education for its students. This includes satisfying the needs of parents and student throughout the student's enrolment. More specifically, these purposes may include:

- to keep parents informed about matters related to their child's schooling through correspondence, reports, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social and medical well-being;
- assisting School Council and the Principal when setting any annual fees, organising funds raising or marketing SHPS to the broader community;
- allowing the school to discharge its Duty of Care and other legal obligations, including its obligations to governments and government agencies.

*7.2 In some extreme cases where SHPS requests personal information about a student or parent, and if the information requested is not obtained, SHPS may not be able to enrol the student - or may not be able to continue the enrolment of the student.*

### *7.3 Job applicants, staff members and contractors:*

In relation to personal information of job applicants, staff members and contractors, SHPS's primary purpose of collection is to assess - and, if successful - to engage the applicant, staff member or contractor. SHPS may use such personal information:

- to administer the individual's employment or contract;
- for insurance purposes;
- or to satisfy SHPS's legal and accountability requirements.

### *7.4 Volunteers:*

SHPS may obtain personal information about volunteers who assist in activities such as Parent Reading Helpers, Swimming Helpers, etc.

### *7.5 Marketing and Fundraising :*

- Appropriate marketing is an important part of ensuring our school continues to be a quality-learning environment. Parents, staff, contractors and members of our wider school community may receive school publications - such as newsletters and magazines - that include personal information, for marketing and other communication purposes.
- Parents, staff, contractors and our wider community may also receive fundraising information.

**8. To whom might SHPS disclose personal information?**

8.1 SHPS may disclose personal information, including sensitive information, to:

- DE & T, Victoria - including its regional representatives;
- another school, college or university;
- local, state or federal government departments or agencies;
- a medical practitioner and / or counsellors;
- people and / or organisations who provide specialist services to SHPS (including music tutors, visiting and student teachers, sports coaches and organisers, testing specialists, etc);
- anyone else to whom you authorise - in writing - SHPS to disclose information.

**9. How does SHPS treat sensitive information?**

9.1 Sensitive information is used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use and disclosure that are allowed by law.

**10. Management and security of personal information.**

10.1 SHPS's staff is professionally bound to respect the confidentiality of students', parents' and other staff members' personal information, and the privacy of individuals. SHPS has established security practices to protect personal information it holds from misuse, loss, theft, unauthorised access, modification or disclosure - including locked storage and password protected access to computerised records.

**11. Updating personal information.**

11.1 SHPS tries to ensure the personal information it holds is accurate, up-to-date and complete. However, to facilitate this aim a person may seek to update his/her personal information held by the school, at any reasonable time, by contacting the principal or school secretary.

**12. Storing Personal Information.**

12.1 The National Privacy Principles require SHPS not to store personal information longer than necessary; hence culling of records will occur, and you may be asked more than once to provide information that has been destroyed in the belief that it was no longer required.

**13. You have the right to check the personal information the School holds about you.**

13.1 Under the Privacy Act, a person has the right to access any personal information that SHPS holds about them, and to advise the school about any inaccuracy - with the following exceptions:

- when the privacy of others may be compromised,
- when a breach of the Duty of Care may occur.
- or when investigations into poor or criminal behaviour may be compromised.

13.2 *Students may access their personal information only with their parents' / guardians' written consent.*

13.3 To request access to any information SHPS holds about you or your student / child, please contact the principal in writing (including your signature). The principal may require you to verify your identity, your right to the access and to specify the information you seek.

**14. *Specimen Hill Primary School's Privacy Officer is the Principal.***