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## Cranbourne West Primary School No. 5189 **PRIVACY POLICY**

### **RATIONALE**

The Victorian Privacy Laws, the Information Privacy Act 2000 and Health Records Act 2001, provide for the protection of personal and health information. Cranbourne West Primary School collects and holds personal information about students, parents and staff.

### **GENERAL STATEMENT:**

The purpose for which the school uses personal information of students and parents includes:

- Keeping parents informed about matters related to their child's schooling.
- Caring for student's educational, social and health needs.
- Celebrating the efforts and achievements of students.
- Day to day administration.
- Satisfying the school's legal obligations
- Allowing the school to discharge its duty of care.

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

- Assessing suitability of employment.
- Administering the individual's employment or contract.
- For insurance purposes such as public liability or Work Cover.
- Satisfying the school's legal requirements.
- Investigating incidents or defending legal claims about the school, its services or staff.

In this policy 'personal information' refers to personal information, health information and sensitive information.

### **IMPLEMENTATION GUIDELINES:**

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.
- For a purpose that is directly related to the reason the information was collected and the individual would reasonably expect the use and there is no reason to believe they would object to the disclosure.
- The person consents.
- It is necessary to lessen or prevent serious or imminent threat to life, health or safety.
- Is required by law or for law enforcement purposes.

Security of information:

- Access to personal information may be restricted according to the requirements of the laws that cover the management of school records. These include the Public Relations Act and the Freedom of Information Act.

- A parent or staff member may seek access to their personal information, provided by them, that is held by the school.
- All possible care is to be taken to restrict access of personal information to relevant staff members.
- No personal information [other than their own] is to be accessed by parents or others.

General:

- In the interest of cyber safety and current privacy laws, students are not permitted to be photographed or videoed on the school premises without permission of the Principal.
- There is an expectation that all members of the community respect the rights of others by not posting or distributing photographs or videos that include other community members without their express permission or consent.
- Facebook – Staff should not be ‘friends’ with either current or ex-students of Cranbourne West Primary School.
- Staff also need to be aware of the risk involved with being the Facebook friend of any parents at the school

**EVALUATION:**

- This policy will be reviewed on a cyclic basis.