Rationale:
All staff are required by law to protect the personal and health information the school collects and holds.

Aim
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.

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. For example this includes all paper records, photographs and video recordings.

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

**Sensitive Information** is defined as information or opinion relating to a person’s racial or ethnic origin, political opinions, religion, union 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** includes step 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 of care on behalf of the School, paid or unpaid, or who is contracted to, or directly employed by the school or Catholic Education Office. Information provided to a school through job application is also considered staff information.

Guidelines
The school will collect and hold personal information to:
- Keep parents informed about their child’s schooling
- Look after educational, social and health needs of each child
- Celebrate the efforts and achievements or students
- Day to day administration
- Satisfying the school’s legal obligations
- Allow the school to discharge its duty of care

The purposes for which the school uses personal information of job applicants, staff members and contractors include:
- Assess the suitability for employment
- Administering a contract
- For insurance purposes
- Satisfying legal requirements
- Investigating incidents or defending claims

The school will use and disclose personal information when:
- It is required for general administration duties
- It relates to the purpose for which it is collected
- If the person consents
- It is necessary to lessen or prevent a serious threat to life, health or safety
- It is required by law

The school will seek consent from the appropriate person if disclosure of information is required. In the case of Primary students this will be the parent or guardian.

A staff member, parent or student may seek access to their personal information

The school will regularly update information as received.

School staff and students will use Information Technology in compliance with the Internet Use policy.
Implementation

The Principal will ensure that the school:
COLLECTS only information the school needs
INFORMS people why the information is needed and how we will use it
DISCLOSE only the information that is necessary for the purpose of the service
ACCESS providing people with access to their own records
SECURES information against unauthorised use or disclosure

All information collected at our school (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.

All collected information at our school will be retained in secure areas with access to the Principal, Deputy Principal, and Administration Staff.

All electronic data will be maintained, store and transmitted in accordance with Catholic Education Office Melbourne (CEOM) requirements and expectations.

All requests (including requests by staff) for information stored at school must be made to the principal.

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.

Under no circumstances, will personal information be disclosed to unauthorised people.

All staff will be provided with up to date professional development in relation to Privacy, and will be made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.

Reference: CECV Policy 1.23 Privacy Policy of the Catholic Education Commission of Victoria

Evaluation

The Policy is reviewed by the School Education Board as a part of the cyclic review process.

Initial Policy: 2012
Last Review: 2013
Next review: 2017