



PRIVACY

PREAMBLE

This policy applies to members of staff and the Council at Hampton Park Secondary College (HPSC).

This policy will be made available on request.

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

The privacy laws do not replace any existing obligations HPSC has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

1.0 PURPOSE

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information.

2.0 DEFINITIONS

2.1 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 and electronic records, photographs and video recordings.

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

2.2 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.

2.3 Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

2.4 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.

2.5 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 (DE&T). Information provided to a school through job applications is also considered staff information.

3.0 GUIDELINES

3.1 Personal information should be collected and used by HPSC to:

- provide services or to carry out the school's statutory functions
- assist the school services and its staff to fulfil its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with Department of Education and Training reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

3.2 The College should use personal information of students and parents for purposes such as:

- keeping parents informed about matters related to their child's schooling
- looking after students' educational, social and health needs
- celebrating the efforts and achievements of students
- day-to-day administration
- satisfying the school's legal obligations, and
- allowing the school to discharge its duty of care.

3.3 The College should use personal information of job applicants, staff members and contractors for purposes such as:

- assessing suitability for employment
- administering the individual's employment or contract

- for insurance purposes, such as public liability or WorkCover
- satisfying the school's legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

3.4 A parent, student or staff member may seek access to their personal information, provided by them, that is held by the College.

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

3.6 The College should keep personal information accurate, complete and up-to-date. A person may update their personal information by contacting the principal.

4.0 IMPLEMENTATION

4.1 The College 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 a 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.

4.2 The College will disclose personal information for another purpose when:

- the person consents, 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.

5.0 SECURITY

5.1 College staff and students have use of information and communications technologies (ICT) provided by the school. This use will be directed by:

- Department of Education and Training's acceptable use policy for Internet, email and other electronic communications
- Department of Education and Training IT security policy.
- College policy approved by the College Council.

6.0 WEB SITES

6.1 Information collected

Hampton Park Secondary College web and web server makes a record of:

- The name of the web site viewed: (www.hpssc.vic.edu.au)
- The Internet protocol (IP) address of the machine connecting to the website

7.0 COMPLAINTS UNDER PRIVACY

Should the College 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.

8.0 EVALUATION

8.1 The privacy policy will undergo cyclic minor and major evaluation.

8.2 Both minor and major evaluation will follow the evaluation procedures outlined in the College Evaluation Policy.