



PRIVACY

Rationale:

All staff of Iramoo Primary School are required by law to protect the personal information the school collects and holds. The Victorian privacy laws, the Privacy and Data Protection Act 2014 and Health Records Act 2001, provide for the protection of personal information. The privacy laws do not replace any existing obligations Iramoo Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Aim:

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

Implementation:

Personal Information is collected and used by Iramoo Primary School to:

- Provide services or to carry out the school 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 (DET) reporting requirements.
- Comply with statutory and/or other legal obligations in respect to staff.
- Investigate incidents or defend any legal claims against the school, its services or staff.
- Comply with laws that impose specific obligations regarding the handling of personal information.

Records will be stored and disposed of in accordance with DET 'General Retention & Disposal Authority for School Records' guidelines.

No personal information will be supplied to any overseas recipient except in accordance with appropriate legislation.

Students and Parents/Caregivers

The purposes for which Iramoo Primary School uses personal information of students and parents/caregivers include:

- 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.
- Allowing the school to discharge its duty of care.

Staff

The purposes for which Iramoo Primary School uses personal information of job applicants, staff members and contractors include:

- Assessing the suitability for 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.

Iramoo Primary School

The school can disclose personal information for another purpose when:

- The person consents.
- It is necessary to lessen or prevent a serious or imminent threat to life, health or safety.
- It is required by law or for law enforcement purposes.

Accessing personal information

- Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person.
- A parent/caregiver or staff member may seek access to their personal information, provided by them, that is held by the school.
- 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 (1973) and the Freedom of Information Act (1982).

Updating personal information

The school 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 or office staff.

Security

School staff and students are required to adhere to the DET **Acceptable Use Policy**, the Iramoo Primary **Digital Technologies Student Acceptable Use Agreement** and the **eSmart** and **Portable Electronic Devices** policies when using Information Communication Technologies (ICT) provided by DET and the school.

Complaints and Breaches

Any complaints or breaches the school may receive about privacy issues will be investigated by School Leadership in accordance with DET Privacy Complaints Handling Policy to ensure that it is managed in a manner consistent with community expectations, professional standards and legal obligations.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.