FCPS Privacy Policy

**Rationale:**
Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts.

**Goals:**

**Implementation:**
- Our school collects and holds personal information about students, parents and staff.
- The Victorian privacy laws, the *Information Privacy Act 2000* and *Health Records Act 2001*, provide for the protection of personal and health information.
- Privacy protects individuals from harm resulting from misuse of their information.
- Personal information of students and parents is used to: keep parents informed about matters related to their child’s schooling, look after students’ educational, social and health needs, day-to-day administration, satisfying legal obligations, and to allow the school to discharge its duty of care.
- Personal information of job applicants, staff and contractors is used to: assess the suitability for employment, administer the individual’s employment or contract, for insurance purposes, such as public liability or WorkCover, and to satisfy the school’s legal requirements and duty of care responsibilities.
- 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, it relates to the purposes for which it was collected, for a purpose that would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.
- The school can 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. As we are a primary school we will generally seek the consent of parents / guardians and will treat consent by the parent / guardian as consent given on behalf of the student.
- A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school. All requests (including requests by staff) for private and confidential information stored at school must be made to the principal or his/her delegate.
- As the school aims to keep personal information it holds accurate, complete and up-to-date, an adult may update their own personal information or the information of their child by contacting the office administration staff.
- All relevant information and records relating to students, parents/families or contractors (e.g. enrolment forms, consent forms, assessments, psychological reports, academic reports etc.) will be retained in the secure file storage in the office.
- 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 and possibly the Freedom of Information Unit.
• Under no circumstances, will personal private information be disclosed to unauthorised people.
• All electronic data will be maintained, stored and transmitted in accordance with DEECD requirements and expectations.
• All staff and students will be provided with confidential passwords and access codes to protect their private work and information that exists on the schools various intranet, online, and digital storage retrieval systems.

**Evaluation and Review**
This policy will be reviewed as part of the school’s four-year review cycle.

**Budget**
A program budget request is presented in term 4 of each year and is to be based on a program review for the previous budget period.

**Author/Responsibility/Date**
EPP/M. Coyle/2012