

PRIVACY POLICY

Rationale:

The Victorian College of the Arts Secondary School is committed to a strict privacy policy. All staff are required by law to protect the personal and health information the School collects and holds. The Victorian privacy laws, the Information Privacy Act 2000 and Health Records Act 2001, provide for the protection of personal and health information. The privacy laws do not replace any existing obligations that VCASS has under other laws.

Guidelines:

1. Personal information means information or opinion that is recorded in any form
2. Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability
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
4. Personal Information is collected and used to:
 - 4.1. Provide services or to carry out the School statutory functions
 - 4.2. Assist the School services and its staff to fulfil its duty of care to students
 - 4.3. Plan, resource, monitor and evaluate School services and functions
 - 4.4. Comply with DEECD reporting requirements
 - 4.5. Comply with statutory and or other legal obligations in respect of staff
 - 4.6. Investigate incidents or defend any legal claims
 - 4.7. Comply with laws that impose specific obligations to personal information
5. The purposes for which the School uses personal information include:
 - 5.1. Keeping parents informed about matters related to their child's schooling
 - 5.2. Looking after students' educational, social and health needs
 - 5.3. Celebrating the efforts and achievements of students
 - 5.4. Day-to-day administration and satisfying the School's legal obligations
 - 5.5. Allowing the School to discharge its duty of care
6. The purposes for which the School uses personal information:
 - 6.1. Assessing the suitability for employment of job applicants, staff and contractors
 - 6.2. Administering the individual's employment or contract
 - 6.3. For insurance purposes, such as public liability or Work Cover
 - 6.4. Satisfying legal requirements, investigating incidents or defending legal claims
7. The School will use and disclose personal information when it:
 - 7.1. Is required for general administration duties and statutory functions
 - 7.2. Relates to the purposes for which it was collected
 - 7.3. Is for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual
8. The School can disclose personal information for another purpose when:
 - 8.1. The person consents. In the case of students the school will seek the consent of the student and/or parent depending on circumstances.
 - 8.2. It is necessary to lessen or prevent a serious threat to life, health or safety
 - 8.3. It is required by law or for law enforcement purposes
 - 8.4. Consent for the use and disclosure of personal information is given
9. Accessing personal information
 - 9.1. A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school under the Public Records and FoI Acts
10. If the school receive a complaint about personal information privacy this will be investigated in accordance with DEECDs Privacy Complaints Handling Policy.

Status: Ratified Council 18 September 2007

Responsibility: School Council & Principal