THE LAKES SOUTH MORANG COLLEGE
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.

Aims:

- 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 *Privacy and Data Protection Act 2014*

Implementation:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- All staff at our school will be provided with up to date professional development in relation to Privacy, will be provided with and made aware of DET Privacy Bulletins and other information as they become available, and will be made aware of, and reminded of their individual and our collective duty of care regarding Privacy as required.
- While Privacy legislation is detailed, practising privacy involves:
  - **COLLECTING** only information the school needs.
  - **INFORMING** people why you need the information and how we will use it.
  - **DISCLOSING** only the information that is necessary for the purpose of the service.
  - **ACCESSING** providing people with access to their own records.
  - **SECURING** information against unauthorised use or disclosure.
- All information collected at our school (including staff, personal, enrolment, excursion and medical permission forms etc) will be subjected to the above principles.
- All collected information at our school will be retained in either the fireproof safe (in the case of staff), or in the secure compactus storage in the office as appropriate, or either shredded, disposed of or transferred to the Public Record Office of Victoria after use consistent with the Public Record Office Standard (PROS) 01/01.
- All relevant information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure storage within the school.
- All electronic data will be maintained, stored and transmitted in accordance with DE&T requirements and expectations. Computers are password protected and locked when not in use.
- All records will be maintained and kept up to date by office administration staff.
- All requests (including requests by staff) for information stored at school must be made to the principal or his/her delegate.
- 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.
- All requested student and related information required by Child Protection, court orders, subpoenas and Government Organisations will be released following the referred Acts and via instruction from the DET Legal Branch
- Under no circumstances, will personal private information be disclosed to unauthorised people.

Evaluation:

- To be reviewed as required by developments in relevant legislation or DET requirements etc.

- This policy works in conjunction with the Publication of Student Works and Photographs policy.
- This policy will be reviewed as part of the schools three year review cycle.
  This policy was ratified at School Council 19/03/19

The Lakes South Morang College Child Safety Statement:
To thrive, children need a safe and supportive environment at school, at home and in the broader community; no exceptions. At The Lakes South Morang College, we believe meeting the physical and emotional needs of our students is paramount in laying the foundations for a fulfilling future. We pledge to provide an environment that has zero tolerance to child abuse and will strive to work in partnership with our parents and community members to keep our students safe every day, in every way.