



PRIVACY POLICY

PURPOSE

This privacy policy describes how Templestowe Heights Primary School manages the personal information it collects.

SCOPE

The School collects, uses and discloses personal information to enable it to fulfil its functions, obligations and activities.

In this policy, 'personal information' means both:

- a. personal information as defined in the *Privacy and Data Protection Act 2014 (Vic)*: *information or an opinion (including information or an opinion forming part of a database) that is recorded in any form, whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion*

and

- b. health information as defined in the *Health Records Act 2001 (Vic)*: *information or an opinion about the physical, mental or psychological health of an individual; or a disability of an individual; or an individual's expressed wishes about the future provision of health services to him or her; or a health service provided, or to be provided, to an individual – that is also personal information.*

POLICY

How we collect personal information

We will generally collect personal information about an individual from the individual (or their parent or guardian). Personal information may be collected in a number of ways, including:

- a. in person and over the phone – for example, in face-to-face or telephone interviews;
- b. from hard copy or electronic documents – for example, from enrolment forms, emails, consent forms or letters sent to us; and
- c. from online tools – for example, through our website or from apps and software used by the School.

In some circumstances, we may also collect personal information about an individual from third parties – for example, where a medical professional provides a report or another school provides a reference.

Why we collect personal information

1. Students, parents and guardians

We use the personal information of students, parents and guardians for the education and care of our students, including to:

- a. enable communication with or between students, parents and guardians;

- b. celebrate the efforts and achievements of students;
 - c. provide for a student's educational, social and health needs;
 - d. carry out the day to day administration of the School;
 - e. satisfy our legal obligations and discharge our duty of care; and
 - f. comply with our reporting requirements to the Department.
2. Job applicants, staff, contractors and volunteers
- We use the personal information of job applicants, staff, contractors and volunteers in connection with the provision of the School's services and the assessment and engagement of the individual, including to:
- a. assess suitability for employment or volunteering and conduct background checks;
 - b. administer the individual's employment, contract or volunteer placement;
 - c. satisfy insurance requirements;
 - d. satisfy the School's legal obligations, including in relation to child safety.

When we use or disclose personal information

1. General

Personal information will only be used and disclosed (including to a third party approved by the Department of Education) for the primary purpose for which it was collected.

Personal information may be used and disclosed for a secondary purpose if:

- a. the secondary purpose is related to the primary purpose of collection and it would be reasonable to expect such use or disclosure; or
 - b. the individual (or their parent or guardian) consents; or
 - c. it is necessary to lessen or prevent a serious threat to the health, safety or welfare of an individual or the public;
 - d. it is required or authorised by law, including as a result of our duty of care, anti-discrimination law, occupational health and safety law, reporting obligations to agencies such as the Department of Health and Human Services, and complying with tribunal or court orders;
 - e. it is for Departmental research or school statistics purposes; or
 - f. it is to establish or respond to a legal claim.
2. Student transfers between Victorian government schools
- When a student has been accepted at, and is transferring to, another Victorian government school, the School transfers personal information about the student to that school. This may include copies of the student's school records, including any health information.
- This enables the next school to continue to provide for the education of the student, to support the student's social and emotional wellbeing and health, and to fulfil legal requirements.
3. NAPLAN results
- NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy.

When a student transfers to another Victorian government school, their NAPLAN results are able to be transferred to that next school.

4. Responding to complaints

On occasion, our School, and the Department's central and regional offices, receive complaints from parents and others.

Our School and / or the Department's central or regional offices will use and disclose information as considered appropriate to respond to these complaints (including responding to complaints made to external organisations or agencies).

Data quality

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up to date.

To update your information, please contact the School office.

Data Security

We will take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.

The School stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards. Records are disposed of or transferred to the Public Records Office Victoria as required by the relevant Public Records Office Standard.

Access and correction

In accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic), individuals have the right to access and correct their personal information held by the School.

There are some circumstances where access may be refused – for example, where providing access would breach our duty of care or would have an unreasonable impact on the privacy of others. We will deal with request for access to or correction of personal information in accordance with our legal obligations.

A request for access to information may also be made by making a Freedom of Information (FOI) application through the Department's Freedom of Information Unit (contact details below).

Unique identifiers

A unique identifier (CASES21 code) is assigned to each student to enable the School to carry out its functions effectively.

Sending personal information outside of Victoria

We will only send personal information outside of Victoria in limited circumstances. This may include for the purpose of a student exchange program or where personal information is electronically stored in servers outside of Victoria.

We will only send personal information outside of Victoria if:

- a. the individual (or their parent or guardian) consents; or
- b. we are reasonably satisfied that the recipient is subject to privacy obligations substantially similar to those that apply to the School; or

- c. we have taken reasonable steps to ensure that personal information will not be held, used or disclosed by the recipient inconsistently with this Privacy Policy.

FURTHER INFORMATION AND RESOURCES

If you have a question about this policy or how the School manages personal information, please contact the Principal.

You can also contact the Department if you have queries or complaints about privacy:

Knowledge, Privacy and Records Branch
Department of Education and Training
(03) 8688 7967
privacy@edumail.vic.gov.au

If you have a question about FOI applications or wish to make an FOI application, please contact:

Freedom of Information Unit
Department of Education and Training
(03) 9637 3961
foi@edumail.vic.gov.au

REVIEW CYCLE

This policy was last updated on 19 September 2018 and is scheduled for review in March 2019.