



Yarraville Special Developmental School
No. 9278

PRIVACY IN THE SCHOOL COMMUNITY POLICY

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

Certification

School Council President

Signed *Kim Mace* Date 19/9/2017

Principal

Signed *Ashwini Sharma* Date 19/9/2017

This policy ratified at School Council meeting 19/9/17



Yarraville Special Developmental School

Excellence In Learning

PRIVACY IN THE SCHOOL COMMUNITY POLICY

As a casual employee or attending for placement, you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual, it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purpose it was collected for and is adequately secured.

For example, schools may collect and display student health information in a secured staffroom to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purpose.

What do I need to do as a casual employee / placement attendance ?

- Ensure that you have only personal information required to undertake your role.
- If you are an ES, please ensure you carry your Working With Children's card with you at all times.
- If you are a teacher you carry your VIT card with you at all times.
- Ask yourself, do I need all the available information, or just part of the available information to undertake my role?
- Ask yourself, is this information relevant to my role or the task I'm going to do?
- Don't disclose any personal information that you may have happened to have accessed in your role.
- Only use personal information for the purpose it was disclosed to you in your role.
- Ensure that personal data is appropriately secured, particularly if it is taken off the school premises during an excursion, e.g. medical information.
- If in doubt about the handling of personal information, seek advice from staff.

Responsible management of personal information is everyone's business.

RELATED LEGISLATION:

- Information Privacy Act 2000 (Victoria)
- Health Records Act 2001 (Victoria)

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