

Privacy Policy

RATIONALE

Dandenong Valley SDS recognises and accepts that protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility. Privacy protects individuals from harm resulting from misuse of their information and promotes effective service delivery by encouraging full and frank information delivery.

IMPLEMENTATION

- Practising privacy involves:

COLLECTING	only information the school needs.
INFORMING	people why you need the information and how it will be used.
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.

- The *"Privacy: Protecting Information"* posters will be prominently displayed about the school.
- Staff will be provided with up to date Professional Development in relation to Privacy issues.
- Staff will be made aware of DEECD Privacy Bulletins and other information and reminded of their individual and the school's collective duty of care.
- All information collected at the school (including enrolment, excursion and medical permission form etc) will be subjected to the above principles.
- All collected information at the school will be retained in either the fireproof safe (in the case of staff), or in the secure storage in the office as appropriate.
- After use the collected information will be 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 be retained in secure storage in the office.
- Student classroom files will be maintained, in locked filing cabinets.
- All electronic data will be maintained, stored and transmitted in accordance with DEECD requirements and expectations.
- All records will be maintained and kept up to date by appropriate 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.
- Under no circumstances, will personal private information be disclosed to unauthorised people.

EVALUATION

To be reviewed as required by developments in relevant legislation or DEECD requirements.

Policy was ratified by School Council on 21st May 2003