



## Privacy Policy

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<b>Preamble</b>	Protecting the personal and health information of staff and students is an important moral, professional and legal responsibility that our school recognises and accepts. Mill Park Secondary College is committed to privacy protection and compliance with relevant privacy laws and standards.
<b>Aims</b>	To collect, handle, use, store and disclose personal and health information of all College stakeholders in a manner compliant with the <i>Health Records Act 2001</i> and the <i>Information Privacy Act 2000</i> .
<b>Implementation</b>	<ul style="list-style-type: none"><li>• Privacy protects individuals from harm resulting from misuse of their personal, health or other sensitive information.</li><li>• Privacy promotes effective service delivery by encouraging full and frank information provision.</li><li>• Staff will be made aware of their individual and the College's collective duty of care regarding Privacy.</li><li>• While privacy legislation is detailed, the practise of privacy in essence involves adherence to the following principles:<ul style="list-style-type: none"><li>a) <i>Collecting</i> only information the school needs;</li><li>b) <i>Informing</i> people why the school needs the information and how it will use it;</li><li>c) <i>Disclosing</i> only the information that is necessary for the purpose of the service;</li><li>d) <i>Accessing- providing people with access to their own records</i>;</li><li>e) <i>Securing</i> information against unauthorised use or disclosure.</li></ul></li><li>• All information collected (including enrolment, excursion and medical permission forms and the like) will be subjected to the above principles.</li><li>• In the case of staff information, all information collected will be retained in either a fireproof safe (or a secure compactus) or either disposed of or transferred to the Public Record Office of Victoria consistent with Public Record Office Standard (PROS) 01/01.</li><li>• In the case of student information and records (including enrolment forms, consent forms, assessments, psychological reports, academic reports and the like) will be retained in secure compactus storage in an office or an alarmed shed.</li><li>• Electronic data will be maintained, stored and transmitted in accordance with Department requirements and expectations.</li><li>• Records will be maintained and kept up to date by office administration staff.</li><li>• All requests for highly sensitive information stored at the school must be made to the principal or their delegate.</li><li>• Requests for brief, easy to retrieve information which is 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, do not need to be made to the principal.</li><li>• Personal and private information, including data used to generate Victorian Student Numbers (VSN) and actual VSN, will not be disclosed to unauthorised persons.</li></ul>

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<b>Related Documents</b>	<a href="#">Public Records Act 1973</a> <a href="#">Freedom of Information Act 1982</a> <a href="#">Information Privacy Act 2000</a> <a href="#">Health Records Act 2001</a>
<b>External Links</b>	<a href="http://www.education.vic.gov.au/privacy.htm">http://www.education.vic.gov.au/privacy.htm</a> <a href="http://www.education.vic.gov.au/about/directions/ultranet/default.htm">http://www.education.vic.gov.au/about/directions/ultranet/default.htm</a> <a href="http://www.education.vic.gov.au/management/">http://www.education.vic.gov.au/management/</a> <a href="http://www.education.vic.gov.au/management/governance/vsn/overview.htm">http://www.education.vic.gov.au/management/governance/vsn/overview.htm</a>
<b>Ratified Date</b>	This Policy was ratified by School Council on 15 September 2015
<b>Review Date</b>	This policy will be reviewed as part of the College's three year review cycle

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