

PRIVACY POLICY



Purpose:

All staff of Cambridge Primary School are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations Cambridge Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Definitions

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Early Childhood Development (DET). Information provided to a school through job applications is also considered staff information.

Aim:

Personal information is collected and used by Cambridge Primary School to:

- provide services or to carry out the school's statutory functions
- assist the school services and its staff to fulfill its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with Department of Education and Early Childhood Development reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

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Implementation:

Collection of personal information

The school collects and holds personal information about students, parents and staff.

Use and disclosure of the personal information provided

1. Students and Parents

The purposes for which the school uses personal information of students and parents include:

- keeping parents informed about matters related to their child's schooling
- looking after students' educational, social and health needs
- celebrating the efforts and achievements of students
- day-to-day administration
- satisfying the school's legal obligations, and
- allowing the school to discharge its duty of care.

2. Staff

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- assessing suitability for employment
- administering the individual's employment or contract
- for insurance purposes, such as public liability or WorkCover
- satisfying the school's legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

3. The school will use and disclose personal information about a student, parent and staff when:

- it is required for general administration duties and statutory functions
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

4. The school can disclose personal information for another purpose when:

- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.

5. Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure. Cambridge Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

6. Accessing personal information

Access to personal information provided by a parent, student or staff member, and held by the school, may be sought through the Principal. Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

7. Updating personal information

The school aims, with the support of parents and staff, to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Principal.

8. Security

School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- DET acceptable use policy for Internet, email and other electronic communications
- DET IT security policy.

9. Complaints under privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the DET's privacy complaints handling policy.

10. School Records Management and Disposal

Student records

Record Type	Life-Span	RDA Number	Comments
Enrolment records duplicated in CASES or Pupils Registers.	2 years	01/01	Summary enrolment records such as Pupils Registers, Pre-CASES enrolment forms and the CASES enrolment database are permanent.
Attendance rolls in any format.	6 years	01/01	
Parental notes (Absence notes, school placement forms, Religious Instruction Forms etc).	1 year	01/01/	
Suspension and welfare records.	1 year	01/01	Destroy 1 year after departure.
Expulsion Records.	1 year	01/01	Destroy 1 year after expulsion or ceases to be of school age, whichever is later.
Camp and Excursion records (If no accident occurs).	7 years	01/01	
Accident records.	20 years	01/01	
Incident records.	7 years	01/01	Where incident is not reported to Emergency and Security Management or the Victorian WorkSafe Victoria directly or via CASES.
Work experience records.	7 years	01/01	
Prep to Year 8 reports.	6 years	01/01	Destroy 6 years after departure.
Year 9 to 12 reports (excluding final report).	30 years	01/01	Destroy 30 years after departure. Final reports of student departing in years 9 to 12 are permanent.
National, State and Internal standardised testing records	Destroy after upload of data	01/01	
Student reference	1 year	01/01	Destroy 1 year after departure. Includes

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Record Type	Life-Span	RDA Number	Comments
records.			samples of student work, medical information, parental information and secondary placement forms.

Personnel records

Record Type	Life-Span	RDA Number	Comments
Records documenting the recruitment process	2 years	07/01 (12.14.1)	
Records of unsuccessful applications for vacancies	2 years	07/01 (12.14.2)	This sentence of 2 years applies only to school based personnel.
Personnel Files	50 years	07/01 (12.5.2)	Destroy 50 years after departure.
Workcover Files	50 years	07/01 (11.5.4)	(Records on staff who die and liability rests with the school are permanent)
Records supporting the taking of leave	7 years	07/01 (12.9.2)	eg. Leave forms
Attendance records of personnel	7 years	07/01 (12.9.3)	eg. attendance books, time cards etc.
Records documenting the management of rosters	7 years	07/01 (12.9.4)	
Professional Development attendance records	7 years	07/01 (17.7.4)	

Financial records

Record Type	Life-Span	RDA Number	Comments
Periodic financial reports	7 years	07/01 (5.6.2)	Annual financial reports are permanent.
Records related to receipts and expenditure	7 years	07/01 (5.1.1)	Invoices, bank records, receipts, order forms, etc.
Taxation records	5 years	07/01 (5.12.1)	
Banking records	7 years	07/01 (5.1.3)	Statements, bank books, etc
Records documenting payment of salaries	7 years	07/01 (5.11.1)	
Education Maintenance Allowance (EMA) records	7 years	07/01 (5.1.1)	

Teacher records

Record Type	Life-Span	RDA Number	Comments
Teachers Work Books.	After admin use	N/A	Includes lesson plans, notes, working papers, etc. This type of record can be destroyed at any time under Normal Administrative Practice (NAP).

School administration records

Record Type	Life-Span	RDA Number	Comments
Nomination forms for School Council.1 year	2 years	01/01	This sentence of 2 years applies only to school based personnel.
Pecuniary interest records.	7 years	01/01	Destroy 7 years after person ceases to be a member. Destroy 35 years after departure. Includes Workcover files.
Operational correspondence.	7 years	01/01	Includes notices to parents and inter school correspondence.
Routine Correspondence.	After admin use	01/01	Destroy after administrative use is concluded. Includes memos from state and regional offices, general enquiries and lists of parents' addresses, etc.

Evaluation:

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

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
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