

INFORMATION PRIVACY POLICY

Preamble

For the purposes of this policy, the following definitions are used:

- 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 reasonably be 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 College, paid or unpaid, or who is contracted to, or directly employed by the College or the Department of Education and Training (DET). Information provided to a school through job applications is also considered staff information.

Rationale

All staff of Mount Ridley P-12 College are required by law to protect the personal and health information the College collects and holds. The *Privacy and Data Protection Act 2014* and *Health Records Act 2001*, provide for the protection of personal and health information.

The Privacy Laws do not replace any existing obligations Mount Ridley P-12 College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Guiding Principles

Personal Information is collected and used by Mount Ridley P-12 College to provide services or to carry out the College's statutory functions, assist the College's Student Services team to fulfil its duty of care to students, plan, resource, monitor and evaluate support services and functions, comply with DET's reporting support requirements, comply with statutory and or other legal obligations in respect of staff, investigate incidents or defend any legal claims against the College, its services or its staff, and comply with laws that impose specific obligations regarding the handling of personal information.

Implementation

- The College collects and holds personal information about students, parents and staff.
- The College uses this personal information of students and staff to:
 - keep parents informed about matters relating to their child's schooling;
 - look after students' educational, social and health needs;
 - celebrate the efforts and achievements of students;
 - administer day to day operations;
 - satisfy the College's legal obligations; and
 - allow the College to discharge its duty of care.
- The College uses personal information of job applicants, staff and contractors to:
 - assess the suitability for employment;

- administer the individual's employment contract;
 - manage insurance purposes, such as public liability and WorkCover;
 - satisfy the College's legal requirements; and
 - investigate incidents or defend legal claims about the College, its services or staff.
- The College will use and disclose personal information about a student, parent or staff member when:
 - it is required for general administration duties and statutory functions; and
 - it relates to the purposes for which it was collected and it is for a purpose that is directly related to the reason the information was collected, the use of which would be reasonably expected by the individual and there is no reason to believe that there would be an objection to the disclosure.
 - The College can disclose personal information for another purpose when:
 - the person consents
 - it is necessary to lessen or prevent a serious or imminent threat to life, health or safety; and
 - it is required by law or for law enforcement purposes.
 - Where consent for the use and disclosure of personal information is required, the College will seek consent from the appropriate person. In the case of each student's personal information, the College 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.
 - Mount Ridley P-12 College 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.
 - A parent, student or staff member may seek access to their personal information, provided by them, that is held by the College. Access to other information maybe 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*.
 - The College aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Main Administration Office. Parents are able to determine the information on file at the College through the use of Compass, the College's communication management system.
 - College staff and students have use of Information Communication Technologies (ICT) provided by the College. This use is directed by: DET's Acceptable Use Policy for Internet, email, and other electronic communications and DET's IT Security Policy.
 - Mount Ridley P-12 College's web and web server makes a record: of a visit and logs the following information for statistical purposes: the Internet Protocol (IP) address of the machine from connecting to the website the top level domain name (for example .com, .gov, .au, .uk etc)
 - Should the College receive a complaint about personal information privacy this will be investigated in accordance with *DET's Information Privacy Complaints Handling Process*.

Evaluation

As part of the College review cycle, this policy will be reviewed every three years.

Date policy ratified: 21st June, 2016

Date of next review: 2019

References:

- [Information Privacy Policy](#)
- [Privacy and Data Protection Act](#)
- [Health Records Act](#)