PRIVACY POLICY

1.0 PURPOSE:
This policy applies to members of school staff and the school council at Chatham Primary School. This policy will be made available on request and forwarded to all new families at the time of enrolment. In addition the responsibility of all parties regarding Privacy and Information will be communicated at the start of each school year to all families via the newsletter. All parents and classroom helpers will be asked to sign a confidentiality agreement each year (see Appendix). A copy of the Privacy Policy will be made available upon request.

All staff of Chatham 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 Chatham Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

2.0 AIMS:
Personal information is collected and used by Chatham Primary School to:

2.1 provide services or to carry out the school’s statutory functions.

2.2 assist the school services and its staff to fulfil its duty of care to students.

2.3 plan, resource, monitor and evaluate school services and functions.

2.4 comply with Department of Education and Early Childhood Development (DEECD)reporting requirements.

2.5 comply with statutory and/or other legal obligations in respect of staff.

2.6 investigate incidents or defend any legal claims against the school, its services or its staff.

2.7 comply with laws that impose specific obligations regarding the handling of personal information.
3.0  IMPLEMENTATION

3.1  COLLECTION OF PERSONAL INFORMATION
The school collects and holds personal information about students, parents and staff. Examples of information collected are:

<table>
<thead>
<tr>
<th>PERSONAL</th>
<th>HEALTH</th>
<th>SENSITIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment forms – Student Details</td>
<td>Consent to Head Lice Check</td>
<td>Permission forms CRE</td>
</tr>
<tr>
<td>Parent Contact List</td>
<td>Asthma Management Plans</td>
<td>After Hours Care forms and Child Care Benefits</td>
</tr>
<tr>
<td>Student reports</td>
<td>Dental Van access</td>
<td>Staff files, Police Checks, Long Service Leave and Pay Slips</td>
</tr>
<tr>
<td>Permission to video concerts</td>
<td>Medical Forms – camps and excursions</td>
<td>Visiting specialist files</td>
</tr>
<tr>
<td>Excursion notices</td>
<td>Vaccinations</td>
<td>Statutory Declarations</td>
</tr>
<tr>
<td>School website and school newsletter</td>
<td>Absent notices</td>
<td>Education Maintenance Allowance (EMA)</td>
</tr>
<tr>
<td>Financial statements (Family)</td>
<td>Enrolment forms - Medical conditions</td>
<td>Job applications</td>
</tr>
<tr>
<td>Permission to display named student’s work and images in the public domain</td>
<td></td>
<td>Details regarding split families</td>
</tr>
</tbody>
</table>

3.2  USE AND DISCLOSURE OF THE PERSONAL INFORMATION PROVIDED STUDENTS AND PARENTS
The purpose 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
- occasionally displaying children’s named work to the public (providing earlier authority has been obtained)
- day-to-day administration
- satisfying the school’s legal obligations, and
- allowing the school to discharge its duty of care
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.

Personal Information
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.

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.

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 parent.

3.3 Accessing Personal Information
A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

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.
3.4 **UPDATING PERSONAL INFORMATION**
The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the school Principal or delegate in person or in writing.

3.5 **SECURITY**
School staff and student have use of Information and Communications Technologies (ICT) provided by the school. This use is directed by:
- Department of Education and Early Childhood Development’s Acceptable Use Policy for Internet, email and other electronic communications
- Department of Education and Early Childhood Development’s IT security policy.

3.6 **WEBSITES**

**Information Collected**
- Chatham Primary School is not with DEECD Schools Online. Netspace ([www.netspace.net.au](http://www.netspace.net.au)) is our provider and Vic One the virtual web server. Netspace collect the IP address of the machine connecting with the access website. The domain name is: chathamps.vic.edu.au. The web server makes a record of information under the following: Enrolment; Newsletter; Calendar; Galleries and Links.
- Chatham PS is aware that all material on the website is under the public domain, and thus care will be taken to ensure all material complies with Privacy Policy.

**Complaints Under Privacy**
- Should the school receive a complaint about personal information privacy, *the school will attempt to contact the complainant promptly*. The complaint will be investigated in accordance with the Department of Education and Training’s privacy complaints handling policy.

4.0 **BASIS OF DISCRETION**
4.1 Name tags used to identify children, by their first name only, may be worn on excursions
4.2 Any entry forms for out-of-school competitions to use the school’s address and phone number

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**Status:** Approved by School Council - 2008

**Policy Review Date:** 2011
APPENDIX: PRIVACY POLICY

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 a 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 (DEECD). Information provided to a school through job applications is also considered staff information.
Dear Parents,

CHATHAM CONFIDENTIALITY AGREEMENT

Parent Participation is highly valued as part of our school value of Partnership. All classrooms have class coordinators, while many classrooms have parent helpers assisting with various classroom programs on a regular basis. There are also excursions and occasions where parents, grandparents and guardians are invited into classrooms to share in students’ learning. Many activities such as these are enriched by the partnership between school, parents and wider community and will continue to be.

In line with both the school’s Privacy Policy and Parent Participation Policy, everyone who comes into contact with the school should be made aware of these two policies. It is expected that at all times all persons working in the school, including field trips, and in any capacity, will respect teacher and student confidentiality. Under no circumstances should any comments or judgements regarding social or academic development be communicated to other persons. Should you require a copy of the above policies they are available on request at the school office.

Chatham staff look forward to continuing to develop and strengthen their Partnership with the school community as they endeavour to provide the best education for students under their care.

Please sign and return the slip below to your child’s class teacher by ________________

____________________________________

S

igned:  ____________________________________

Date: _____/_____/

______________________________

Child:  _____________________________________   Class:  ___________________

CHATHAM CONFIDENTIALITY AGREEMENT

I have read and understood the need for confidentiality pertaining to the school's Privacy and Parent Participation Policies.

Name:  ____________________________________________

Signed:  ____________________________________________ Date: _____/_____/

Child:  ____________________________________________ Class:  ___________________