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Privacy Policy

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Privacy Policy

Rationale

Ilim College is required by law to protect the personal and health information of all staff and students at the College. The Victorian Privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, provides for the protection of personal and health information. The Privacy Laws do not replace any existing obligations Ilim College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Aim

To ensure all staff and school operations protect the privacy of all students' staff and parents personal information. In the policy, personal information refers to health information and sensitive information unless otherwise specified.

Personal information

1.1 Personal information is information or opinion that is recorded in any form and whether true or not, about an individual whose identify 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

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

Sensitive information

3.1 Sensitive information is information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other

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professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

Parent definition

- 4.1 Is a relation to a child and includes stepparent, an adoptive parent, a foster parent, a guardian or a person who has custody or daily care and control of the child.

Staff definition

- 5.1 Staff is someone who carries out a duty of behalf of Ilim College, paid or unpaid, or who is contracted to, or directly employed by the College, or employment applications are also considered staff information.

Guidelines of implementation

- 6.1 Personal information is collected and used by Ilim College to:
- 6.1.1 Provide services or to carry out the College's statutory functions.
 - 6.1.2 Assist the school services and its staff to fulfil its duty of care to students
 - 6.1.3 Plan, monitor and evaluate College services and functions.
 - 6.1.4 Comply with Department of Education – Victorian Registration and Qualifications Authority and Victorian Institute of Teaching.
 - 6.1.5 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 matters.

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Collection of personal information

- 7.1 The school collects and holds personal information about student, parents and staff. The purpose for which the school uses personal information of students and parents include:
- 7.1.1 Keeping parents informed about matters related to their child's schooling.
 - 7.1.2 Looking after students' educational, social and health needs.
 - 7.1.3 Celebrating the efforts and achievements of students.
 - 7.1.4 Day to day administration.
 - 7.1.5 Satisfying the school's legal obligations, and allowing the school to discharge its duty of care.
 - 7.1.6 Principals will retain records of any child abuse reports and the schools' response in a secure school drive.

Collecting of personal information - Staff

- 8.1 The purpose for which the school uses personal information of job applicants, staff members and contractors include:
- 8.1.1 Assessing suitability for employment.
 - 8.1.2 Administering for individual's employment or contract.
 - 8.1.3 For insurance purposes, such as public liability or Work Cover.
 - 8.1.4 Satisfying the school's legal requirements and investigating incidents or defending legal claims about the school, its services or staff.

Purpose of collection information – Student, Parent & Staff

- 9.1 The school will use and disclose personal information about a student, parent and staff when:
- 9.1.1 It is required for general administration duties and statutory functions.

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- 9.1.2 It relates to the purposes for which it was collected.
- 9.1.3 It is required for general administration duties and statutory functions.
- 9.1.4 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.

- 9.2 The school can disclose personal information for another purpose when:
 - 9.2.1 The person consents, or
 - 9.2.2 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.

Consent

- 10.1 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 consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequence of the proposed use and disclosure.
- 10.2 Ilim College will generally seek the consent of the student's parents and will treat consent given by the parents as consent on behalf of the student.

Accessing personal information

- 11.1 A parent student or staff member may seek access to their personal information, provided by them, that is held by the school.

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11.2 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.

Updating personal information

12.1 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 Campus Principal or Vice Principal. It is the responsibility of the parent/staff member to ensure their personal address and telephone numbers are updated immediately without delay to prevent risk to safety.

Security

13.1 School staff and students have use of information and communication technologies (ICT) provided by the school. This use is directed by the ISV handling policy.

13.2 Should the College receive a complaint about personal information privacy, this will be investigated in accordance with the ISV privacy complaints handling policy.