

## MANCHESTER PRIMARY SCHOOL

### **POLICY: PRIVACY**

#### **1. PURPOSE**

- 1.1 To ensure that the personal details of all members of the school community are kept private and only used as pertinent to the school's needs.

#### **2. BROAD GUIDELINES**

- 2.1 Manchester must collect only personal and health information that is necessary for performance of functions.
- 2.2 Individuals will be told why this information is required, what it will be used for and that they can gain access to their personal and health information.
- 2.3 The school must only use or disclose personal and health information:
- for the primary purpose for which it was collected.
  - for a related secondary purpose (which must be a directly related purpose in the case of health or sensitive information) that the person would reasonably expect.
  - with the consent of the person.
  - unless otherwise required, permitted or authorised by law.
- 2.4 The school must endeavour to ensure personal and health information is accurate, complete and up to date.
- 2.5 The school must take reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure.
- 2.6 The school must document clearly expressed policies on management of personal and health information and make these policies available to anyone who asks for them.
- 2.7 Individuals have a right to seek access to their personal and health information and make corrections. Access to and correction of information collected and used by the school will be handled mostly under the Victorian Freedom of Information Act 1982.
- 2.8 An IDAM (Identity Access Management System) code will be assigned to students in order to identify the person for the purposes of the DEECD Operations. DEECD will limit the use of unique identifiers as required by the Victorian privacy laws.
- 2.9 The Information Privacy Act 2000 restricts collection of sensitive information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. DEECD will apply IPP10 when collecting and handling sensitive information.

**BASIS OF DISCRETION:** None

September 2014