



MACLEOD COLLEGE

A STATE P-12 SCHOOL

Privacy Policy

1. Preamble:

The College collects and holds personal information about students, parents and staff and all information will be subject to the following principles:

- **Collecting:** only information the school needs
- **Informing:** people the information is required and how it will be used
- **Disclosing:** information that is necessary for the purpose of the service
- **Accessing:** providing people with access to their own records
- **Securing:** information against unauthorised use or disclosure

In this policy:

- **personal information** refers to 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. It includes information or opinion about a person's physical, mental or psychological health, or disability and 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
- **parent** 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** 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 Training (DE&T)

2. Aim:

To ensure that all personal information collected by Macleod College is appropriate, relevant and used in accordance to DET policy guidelines, the Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*

3. Implementation:

1. All staff of Macleod College are required by law to protect the personal and health information the school collects and holds.
2. Where consent for the use and disclosure of personal information is required, in relation to Year 7 to 12 students, the school will seek the consent from the student and/or parent depending on the circumstances and the student's ability to understand the purpose of the proposed use and disclosure. In relation to prep to grade 6 students, Macleod College will seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.
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.

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 Business Manager.

5. Security:

- All personal information at Macleod College will be retained in either the fireproof safe (in the case of staff), or in the secure compactus storage in the office, or either disposed of or transferred to the Public Record Office of Victoria after use consistent with the Public Record Office Standard (PROS) 01/01.
- All personal information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) is retained in secure storage in the administration area.
- All electronic data is maintained, stored and transmitted in accordance with Department of Education requirements and expectations.

6. Complaints under Privacy:

- Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Macleod College Complaints policy and the Department of Education and Training's privacy complaints handling policy.

4. Related Documents/Resources:

Please refer to the *Information Privacy Act 2000* and the *Health Records Act 2001*

5. Endorsement Date:

College Council endorsement date: 17th February, 2016

6. Evaluation:

Evaluation is a continual process, monitored by College Council and Principal, involving staff, parents and students.

This policy is to be reviewed as part of the College's three year review cycle.