



PRIVACY

Revised January 2016

Rationale

All staff of Somers Primary School 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 *Health Records Act 2001*, provide for the protection of personal and health information. The privacy laws do not replace any existing obligations Somers Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Scope

This policy applies to members of School staff and the School Council at Somers Primary School.

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 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 School, paid or unpaid, or who is contracted to, or directly employed by the School or the Education Department. Information provided to a School through job applications is also considered staff information.

Evaluation

This policy will be reviewed as part of the School's three-year review cycle.