

# Privacy of Information Policy

## Purpose

Rossbourne School is committed to protecting the personal and health information that we collect, use and disclose. This policy supports the school's need to collect information and the right of the individual to privacy. It ensures that the school can collect personal and health information necessary for its services and functions, while recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect their personal and health information.

We are bound by the Privacy and Data Protection Act 2014 (Vic), Privacy Act 1988 (Cth), including the Privacy Amendment (Notifiable Data Breaches) Act 2017 and must comply with the Australian Privacy Principles (APPs). More information about the Privacy Act and the APPs can be found at the Office of the Australian Information Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au).

The privacy laws do not replace any existing obligations Rossbourne 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 all Rossbourne School staff, students, parents/carers.

## Definitions

| Word                 | Definition                                                                                                                                                                                                                                                                                                                                                 |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal information | Information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion that is recorded in any form e.g. a person's name, address, phone number and date of birth (age). For example, this includes all paper and electronic records, photographs and video recordings. |
| Health information   | Information or opinion about a person's physical, mental or psychological health or disability, that is also personal information - whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.                                 |

|                       |                                                                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sensitive information | Information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices; or criminal record.           |
| Parent                | In this policy in relation to a child, includes stepparent, 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 Rossbourne School, paid or unpaid, or who is contracted to, or directly employed by the School. Information provided to the School through job applications is also considered staff information. |

In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.

## Implementation

Personal information is collected and used by Rossbourne School to:

- Provide services or to carry out Rossbourne School's statutory functions
- Assist School services and its staff to fulfil its duty of care to students
- Plan, resource, monitor and evaluate School services and functions
- Comply with VRQA and government department reporting requirements
- Comply with statutory and or other legal obligations in respect of staff
- Investigate incidents or defend any legal claims against Rossbourne School, its services, or its staff, and
- Comply with laws that impose specific obligations regarding the handling of personal information.

## Personal information Collection

In the process of the School providing services, the School collects personal information in a variety of ways. For example, when:

- An enquiry is made with or about the School, including as a current or prospective student, parent
- A student is registered or when a student is to be registered on a waiting list
- Enrolling a student at the School
- Visiting our website
- Becoming a client or debtor of the School
- Supplying goods or services
- Entering into an agreement with us and
- Applying for or accepting a job, contract or voluntary role with us.

We hold information about:

- Students and parents before, during and after the course of student's enrolment at the School
- Volunteers, contractors and service providers
- Job applicants and employees
- People who are nominated as emergency contacts and
- Other people who come into contact with the School.

We may also collect and hold the following information for a current or prospective student:

- Name, address, email, contact details
- Age, date of birth and senior school program
- Victorian Student Number
- Copy or details from a birth certificate or passport
- Aboriginal or Torres Strait Islander identification
- Languages spoken at home
- Academic, social, learning and behavioural information
- Photographs
- Medical information including disabilities, medical conditions, dietary requirements and the name of any treating medical practitioners
- Family circumstances, including marital status of parents and other information in relation to custody or intervention orders.

We may also collect and hold current or prospective parent personal information, such as contact details and occupation.

Personal information is collected from students and parents directly through our website or from our enrolment form. In some cases, we may collect information from third parties such as medical and health practitioners, the Victorian Curriculum and Assessment Authority (VCAA), and the Victorian Tertiary Admissions Centre (VTAC).

When enrolling students, the School may collect personal information from the student's previous school to obtain information about the student's academic progress and any other details that may help the student's transition.

In some cases, the School may receive unsolicited personal information about a student (eg from a previous school). When unsolicited information is received, we will assess whether we are permitted by law to collect that information. If not, the information will be destroyed or de-identified.

## Use and Disclosure

### Students and Parents

The purposes 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 medical wellbeing needs
- Contacting members of the School community in the case of an emergency
- Celebrating the efforts and achievements of students
- Developing and improving our services
- Day-to-day administration
- Satisfying Rossbourne School's legal obligations, and
- Allowing Rossbourne School to discharge its duty of care.

### Staff

The purposes for which Rossbourne 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 Rossbourne School's legal requirements, and
- Investigating incidents or defending legal claims about Rossbourne School, its services, or staff.

We will only use personal information for the purposes for which it was given or for the purposes which are related to one or more of the functions or activities listed in this policy.

Rossbourne School will use and disclose personal information about a student, parent and staff when:

- Consent has been received
- It would be reasonably expected by us to use or disclose the personal information in this way
- We are authorised or required to do so by law
- Disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety
- Where another permitted general situation or permitted health situation exception applies
- Disclosure is reasonably necessary for law enforcement related activity.

Information collected through our website about visitors to that site, may be used by the School for the purpose of gauging visitor traffic, trends and delivering personalised content while on our website.

Privacy legislation permits disclosure of personal information when it is made in good faith to DFFH Child Protection.

Relevant Rossbourne School documentation should include a brief Privacy Notification of why the information is being collected and how the information will be used or alternatively direct the individual to the Privacy of Information Policy on the Rossbourne School website.

## **Student Transfers to Victorian Government Schools**

When a student has been accepted at, and is transferring to, a Victorian government school, Rossbourne School transfers information about the student to that school. This may include copies of the student's school records, including any health information. This enables the next school to continue to provide for the education of the student, to support the student's social and emotional wellbeing and health, and to fulfil legal requirements.

NAPLAN is the national assessment for students in Years 3, 5, 7 and 9, in reading, writing, language and numeracy. When a student transfers to a Victorian government school, their NAPLAN results are able to be transferred to that school.

Additionally, a student's NAPLAN results are able to be provided to the student's previous Victorian government school to enable that school to evaluate their education program.

## **Child Information Sharing Scheme (CISS)**

Subject to the requirements of the Child Information Sharing Scheme (CISS), and when certain threshold conditions are met, the School will share confidential health and personal information with other Information Sharing Entities (ISE), including family services within a reasonable period of time.

As a prescribed ISE, Rossbourne School is permitted to:

- Share information in response to a request from another ISE
- Make a request for information
- Share information proactively to other ISEs.

When an information request is received from another ISE, it will be assessed against three thresholds.

- Form an opinion that the request, in a reasonable view, is for the purpose of promoting the wellbeing or safety of a child or group of children and that sharing the information may assist the requesting ISE to carry out their professional activity.
- The requested information can also not be excluded information such as privileged information or
- The requested information can also not be excluded information that could endanger a person's life or result in physical injury.

Once an opinion is obtained that the information request meets the threshold questions, further broader sharing of information is permitted, including professional judgements, plans and assessments and information obtained from other sources. Information not only about the child but also a person with parental responsibility for the child or a person with whom the child is living is permitted.

Requests for information from other ISEs, and requests to ISEs, may only be received or requested by the Principal or the Deputy Principal. Both will be trained in the administration of when to make a request for information and how to respond to requests.

## **Additional Information for Staff Members, Contractors and Volunteers**

We aim to collect personal information only where it is reasonably necessary for employment or work performance purposes and we acknowledge individual rights to keep certain information private. In general employees can assume that we collect and hold the following personal information:

- Name
- Address
- Email
- Telephone number
- CV and qualifications
- Employment contract
- Details of banking, taxation and superannuation
- Details of performance, conduct relating to work and capacity to perform duties.

The School has rights and obligations to collect information about the capacity to perform duties. During the course of a job application, we may collect information from previous employees. During the course of employment, information may be collected by monitoring work practices. Monitoring will always occur fairly, respectfully and lawfully. Information collected in this manner will be used for legitimate purposes only.

## **Maintaining the Privacy of Others**

Personal information about students, their parents and members of staff should never be shared inappropriately. In all communications, including via electronic and social media, conduct must ensure it does not break privacy expectations and is not offensive, derogatory or damaging to the school or individuals. This includes statements shared on social media outside the workplace and/or personal devices as well as at work.

## **Consent**

Where consent for the use and disclosure of personal information is required, Rossbourne School will seek consent from the appropriate person. In the case of a student's personal information, the Rossbourne School will seek the consent from the student and/or parent, depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

Consent of parents is not required in order to share personal or health information about a student with members of the school staff in order to support the education and social and emotional wellbeing and health of the student.

### **Accessing and Correcting Personal Information**

A parent, student or staff member may seek access to their personal information, provided by them, that is held by Rossbourne School. This request will have to be made in writing for security reasons. 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.

### **Maintaining the Quality of Personal Information**

Rossbourne School aims to keep personal information it holds, accurate, complete and up-to-date. A person may update or review their personal information by contacting the Principal.

### **Security**

We are committed to maintaining the security and confidentiality of personal information and aim to take all reasonable precautions to protect personal information from unauthorised access, disclosure, use, alteration or loss.

Confidentiality is regularly discussed with staff and access to personal information is only shared on a “need to know” basis. In addition, we have the following security measures in place to protect personal information.

- All data systems are protected by a combination of ICT security measures including permission-based password protected access to information and appropriate firewall and other intrusion protection systems
- Our offices and filing cabinets are securely locked
- Our office is monitored regularly by a security service
- Our website and servers are protected by a firewall and
- Our employees agree to the statement on confidentiality when they begin employment at the School

### **Complaints**

Should Rossbourne School receive a complaint about personal information privacy this will be investigated in accordance with the Rossbourne School Grievance Policy (Community), Grievance Policy (Staff) or Grievance Policy (Student).

You can also make a complaint to the Office of the Australian Information Commissioner (or any statutory successor). Further information is available at [www.oaic.gov.au](http://www.oaic.gov.au).

## Communication

This policy is available to staff as part of the School's and the Board's internal policies and procedures framework. Aspects of (and updates to) will be addressed in the School's professional development updates, training programs, bulletins and newsletters. This policy is made publicly available on the School's website and on the School Learning Management System (ie SEQTA).

The Board and Principal will review this policy at least every two years (or more frequently, including in response to legislative amendments, an incident, changes to the School's internal procedures or practices, or otherwise as requested by the Principal) and implement improvements where applicable.

## Related Documents

- Privacy and Data Protection Act 2014 (Vic)
- Privacy Act 1988 (Cth)
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Grievance Policy (Community)
- Grievance Policy (Staff)
- Grievance Policy (Student)

| <b>POLICY OWNER</b> | <b>APPROVED BY SCHOOL BOARD/PRINCIPAL</b> | <b>DATE APPROVED</b> | <b>VERSION</b> | <b>REVIEW DATE</b> |
|---------------------|-------------------------------------------|----------------------|----------------|--------------------|
| Principal           | Principal                                 | 9 April 2026         | 5              | 9 April 2028       |