### PRIVACY POLICY

**1. Scope**

This policy applies to members of school staff and the school council at Gladstone Park Secondary College. This policy will be made available on request and is also available on the School’s website:

[*http://gladstoneparksc.vic.edu.au/*](http://gladstoneparksc.vic.edu.au/)

**2. Background**

All staff of Gladstone Park Secondary College are required by law to protect the personal and health information the College collects and holds. Individuals should 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.

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 Gladstone Park Secondary College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

**3. 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 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.

Parentin this policy inrelation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and responsibility for the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the College, paid or unpaid, or who is contracted to, or directly employed by the College or the Education Department. Information provided to a School through job applications is also considered personal information.

**4. Policy Context**

**Personal Information is collected and used by Gladstone Park Secondary College to:**

* provide services or to carry out the College’s statutory functions
* assist the College services and its staff to fulfil its duty of care to students
* plan, resource, monitor and evaluate College services and functions
* comply with Education Department reporting requirements
* comply with statutory and or other legal obligations in respect of staff
* investigate incidents or defend any legal claims against the College, its services or its staff
* comply with laws that impose specific obligations regarding the handling of personal information.

**5. Collection of Personal Information**

**The College collects and holds personal information about** **students, parents and staff**.

**6.** **Use and disclosure of the personal information held by the College.**

**Students and Parents:**

**6.1** **The purposes for which the College 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 health needs,
* celebrating the efforts and achievements of students,
* day-to-day administration,
* satisfying the College’s legal obligations, and
* allowing the College to discharge its duty of care.

**Staff:**

**6.2 The purposes for which the College uses personal information of job applicants, staff members and contractors include:**

* assessing the suitability for employment,
* administering the individual’s employment or contract,
* for insurance purposes, such as public liability or WorkCover,
* satisfying the College’s legal requirements, and
* investigating incidents or defending legal claims about the College, its services or staff.

**6.3 The College will use and disclose personal information about a student, parent and staff member when:**

* it is required for general administration duties and statutory functions,
* 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.

**6.4 The College can disclose personal information about a student, parent or staff member for another purpose when:**

* the person consents, or
* 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.

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

**8. Accessing personal information**

A parent, student or staff member may request in writing access to their personal information, provided by them, that is held by the College.

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*.

**9. Updating personal information**

The College aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Office Manager.

**10**. **Security**

**10.1** College staff and students have use of information communication technologies (ICT) provided by the College. This use is directed by:

* *Education Department Acceptable Use policy for Internet, email, and other electronic communications.*[*http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/2011acceptable-use-policy-ICT.pdf*](http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/2011acceptable-use-policy-ICT.pdf)
* *Education Department* *IT Security Policy.*
* [*http://www.eduweb.vic.gov.au/edulibrary/public/commrel/policy/ICTsecurity-pol.pdf*](http://www.eduweb.vic.gov.au/edulibrary/public/commrel/policy/ICTsecurity-pol.pdf)
* *Gladstone Park Secondary College Internet Usage document as set out in the Student Planner.*

**10.2 Web Sites**

The School’s website *(*[*http://gladstoneparksc.vic.edu.au/*](http://gladstoneparksc.vic.edu.au/)*)* gathers the following statistical and usage information from visitors but does not identify individual users:-

**Visitor Logs:**

 \* Pages accessed and files downloaded.

 \* The times and dates the site was visited.

 \* The referring link and approximate location (at suburb level).

 \* The visitor’s Server addresses and Domains.

 \* The visitor’s browser, operating system and Internet Service Provider.

 **Cookies:**

Cookies are small text files that are sent to a visitor’s web browser from the website web server and allow us to recognise when a visitor returns to the website. They are used to help register user preferences. Cookies may be turned off within your browser, however, doing so may restrict your access to some web pages.

**User Information:**

 Where visitors are required to provide personal information, such as when subscribing to the School’s e-Newsletter, the visitor’s first and last name plus their email address will be collected. The use of this information will be explained at the point of collection.

 **Links to Other Websites:**

 The School provides external links as a service to users. In providing external links the School does not accept any responsibility for or endorse the content or condition of any linked site. Your use of any external site is governed by the terms of that website.

 **Disclaimer:**

 While every effort is made by GPSC to ensure that the information on the website is up to date and accurate, GPSC will not be liable for any loss or damage suffered by any person arising from the reliance of any information on the website.

**Student Photographs/Work:**

An annual general consent form is utilised to allow for student’s names and photographs to be used to celebrate their efforts by mentioning their participation in school events and their achievements inthe Newsletter, Magazine or website. A separate consent form is also required when using student created work and it is necessary to obtain release from copyright obligations.

**10.3 Gladstone Park Secondary College will take all reasonable steps to protect personal and health information provided to and held at the School from misuse, loss, unauthorised access, modification and disclosure.**

**11. Complaints under Privacy**

Should a person have a complaint about personal information privacy the complaint should be directed to the Principal and it will be investigated in accordance with *Education Department Privacy Complaints Handling Policy.*

**12. Review Date**

This policy shall be reviewed in 2015 or earlier if required.

Further information can be found at the Education Department’s School Policy and Advisory Guide:

[*http://www.education.vic.gov.au/management/governance/spag/safety/supervision/privacy.htm#H2N1001F*](http://www.education.vic.gov.au/management/governance/spag/safety/supervision/privacy.htm#H2N1001F)

As well as the following Education Department links:

[*http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf*](http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf)

[*http://www.education.vic.gov.au/about/deptpolicies/informationprivacy.htm*](http://www.education.vic.gov.au/about/deptpolicies/informationprivacy.htm)

**This policy was adopted by the Gladstone Park Secondary College Council on 16 Sept 2003.**

**This policy was reviewed in 2012 and a revised policy adopted at Council on 18 Sept 2012.**

**This policy was revised in 2013 to expand the Website reference & adopted at Council 18 Feb 2014.**