



# BAYSWATER PRIMARY SCHOOL

CONNECTION · EXCELLENCE · RESILIENCE · RESPECT

School No. 2163  
Established 1879

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## BAYSWATER PRIMARY SCHOOL

### PRIVACY POLICY

All school staff members are required by law to protect the personal and health information the School collects and holds, under the *Information Privacy Act 2000* and *Health Records Act 2001*. The privacy laws do not replace any existing obligations school staff members have under other laws. This policy will apply when other laws do not regulate the use of personal information.

#### PURPOSE

To protect the personal and health information the School collects and holds in relation to students, parent / guardians and staff (including contractors).

#### IMPLEMENTATION

1. The School will use and disclose personal information about a student, parent / guardian and staff when:
  - 1.1. it is required for general administration duties and statutory functions,
  - 1.2. it is 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.
2. The School can disclose personal information for another purpose when:
  - 2.1. the person consents, or
  - 2.2. it is necessary to lessen or prevent a serious or imminent threat to life, health or safety or
  - 2.3. it is required by law or for law enforcement purposes.
3. Where consent for the use and disclosure of personal information is required, the school will seek consent from the student's parent / guardian and will treat consent given as consent given on behalf of the student.
4. A parent / guardian, student or staff member may seek access to their personal information, provided by them, that is held by the School.
5. 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 school.
6. School staff and students have use of information communication technologies (ICT) provided by the School. This use is directed by:
  - 6.1. *DEECD's Acceptable Use policy for Internet, email, and other electronic communication*
  - 6.2. *DEECD's IT Security Policy*
7. The school web server makes a record of information related to internet access for security and statistical purposes. Such information includes:
  - 7.1. *internet sites visited across the school local area network*
  - 7.2. *the Internet Protocol (IP) address of the machine connecting to the website*Access to this information is restricted to appropriate administrative staff
8. Should the school receive a complaint about personal information privacy this will be investigated in accordance with *DEECD's Privacy Complaints Handling Policy*

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	20/08/2020
Consultation	School Council – August 2020
Approved by	Principal
Next scheduled review date	August 2024