



## 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** can include 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 and relevant and used in accordance with DET policy guidelines governed by the *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2001* (Vic) (collectively, **Victorian Privacy Law**).

### 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:**

- We endeavour to ensure that information about students, their families and staff is accurate, complete and up to date. To update your information, please contact our school's general office.

**5. Security:**

- Our school takes all reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure.
  - All personal information and records at Macleod College relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) or staff is retained in secure storage in the administration area, consistent with the Department's records management policy and information security standards.
  - All electronic data is maintained, stored and transmitted in accordance with Department Education requirements and expectations.
  - All school records are disposed of, or transferred to the State Archives (Public Record Office Victoria), as required by the relevant Public Record Office Standard.
- 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 *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2001 (Vic)*

**5. Endorsement Date:**

9<sup>th</sup> September 2021

**6. Evaluation:**

Evaluation is a continual process governed by the DET Schools Privacy Policy and Government Acts and monitored by Macleod College Council and Principal, involving staff, parents and students and reviewed as part of the College's three-year review cycle.