

BACKGROUND

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff, service providers (contractors) and agents, (whether paid or unpaid) of the Department, and this Victorian government school (our school), must comply with Victorian privacy law and this policy.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

The Schools' Privacy Policy and related documents for all Victorian government schools is linked to the Department site 'Schools Privacy Policy' at:

<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.

This policy explains how our school collects and manages personal and health information, consistent with Victorian privacy law. The *Collection Notice Secondary Schools* can be viewed on Appendix A of this policy.

REVIEW CYCLE

This policy is centrally reviewed and updated by DET at:

<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.

Appendix A

DEPARTMENT OF EDUCATION AND TRAINING

PRIVACY INFORMATION (Collection Notice) for parents, guardians and carers SECONDARY SCHOOL

During the ordinary course of your child's attendance at our school, school staff will collect personal and health information about your child, you and your family when necessary to educate your child, or to support your child's social and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil legal requirements.

For example, health information may be collected through the school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Service officer, or school-engaged psychologist, the required consent will be obtained.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil legal requirements.

When our students transfer to another Victorian government school, personal and health information about that student may be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is required or permitted by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department or school council, whether paid or unpaid.