



PRIVACY POLICY

PURPOSE

The Department of Education and Training (DET) including all Victorian government schools, values the privacy of every person and is committed to protecting information that schools collect. In Victorian government schools the management of personal and health information is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

This Policy explains how Broadmeadows Valley Primary School (BVPS) collects and manages personal and health information, consistent with Victorian Privacy Law. The BVPS Privacy Policy aims to communicate how the school will collect, handle, use, store and disclose personal and health information of staff and students in a manner that complies with the above legislation.

SCOPE

The BVPS Privacy Policy applies to all students and their families, staff, including contractors, service providers and volunteers of the Department. All members of the BVPS community must comply with all aspects of this policy and Victorian Privacy Law.

DEFINITIONS

Department of Education and Training (DET): refers to and includes all Victorian government schools, central and regional offices.

Personal information: is 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. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

Health information: is 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: is 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 orientation or practices; or criminal record. It also includes health information.

POLICY

When BVPS collects information about you, our school takes reasonable steps to communicate how the information will be handled. This includes the purpose of the collection, and how to access, update and correct information held about you. Broadmeadows Valley Primary School collects the following type of information:

- Upon enrolment, information about students and their families, provided by students, their families and others
- Information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

Our school collects information in a number of ways, including:

- in person and over the phone: from students and their families, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to our school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), our school's website or school-controlled social media
- through online tools: such as apps and other software used by Broadmeadows Valley Primary School
- through any CCTV cameras located at our school.

Broadmeadows Valley Primary School collects information about students and their families when necessary to:

- educate students
- support students' social and emotional wellbeing, and health
- fulfil legal requirements, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - make reasonable adjustments for students with disabilities (anti-discrimination law)
 - provide a safe and secure workplace (occupational health and safety law)
- enable our school to:
 - communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
 - maintain the good order and management of BVPS
- enable the Department to:
 - ensure the effective management, resourcing and administration of BVPS
 - fulfil statutory functions and duties

- plan, fund, monitor, regulate and evaluate the Department's policies, services and functions and comply with reporting requirements
- investigate incidents in schools and/or respond to any legal claims against the Department, including any of its schools.

Policy Implementation Guidelines

BVPS will collect and store personal information consistent with Victorian Privacy Laws, the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian Privacy Law). Privacy law protect individuals from harm resulting from misuse of their information.

- BVPS uses or will disclose information consistent with Victorian privacy law, as follows:
 - for a primary purpose – as defined above
 - for a related secondary purpose that is reasonably to be expected – for example, to enable the school council to fulfil its objectives, functions and powers
 - with notice and/or consent – including consent provided on enrolment and other forms
 - when necessary to lessen or prevent a serious threat to a person's life, health, safety or welfare
 - when required or authorised by law – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, reporting obligations to agencies such as Department of Health and Human Services and complying with tribunal or court orders, subpoenas or Victoria Police warrants
 - to investigate or report unlawful activity, or when reasonably necessary for a specified law enforcement purpose, including the prevention or investigation of a criminal offence or seriously improper conduct, by or on behalf of a law enforcement agency
 - for Departmental research or school statistics purposes
 - to establish or respond to a legal claim.
- All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents about their children, or information requested by staff in the course of their work about students) will be referred to the principal and possibly the Freedom of Information Unit.
- Under no circumstances, will personal private information be disclosed to unauthorised people.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education requirements and expectations. All staff and students will be provided with confidential passwords and access codes to protect their private work and information that exists on the school's various intranet, on-line, and digital storage retrieval systems.
- BVPS will take reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are disposed of, or transferred to the Public Records Office Victoria, as required by the relevant Public Records Office Standard.
- On occasion BVPS, and the Department's central and regional offices, receive complaints from parents and others. Our school and/or the Department's central or regional offices will use and disclose information as considered appropriate to respond to these complaints (including responding to complaints made to external organisations or agencies).

Storing, Securing and Updating Your Information

Our school takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department’s records management policy and information security standards. 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. When using software and contracted service providers to manage information, our school assesses these according to the appropriate departmental processes. One example of this is that staff passwords for school systems are strong and updated on a regular basis, consistent with the Department’s password policy. 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.

FURTHER INFORMATION AND RESOURCES

Information for parents

- [School Privacy Policy—English \(docx - 111.23kb\)](#)
- [School Privacy Policy—English \(pdf - 229.52kb\)](#)

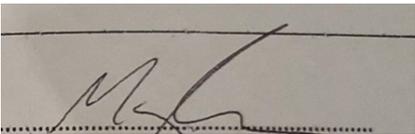
Schools' Privacy Policy translations

BVPS CCTV Policy

BVPS Photographing, Filming and Recording Policy

EVALUATION AND RATIFICATION

The BVPS Privacy Policy will be reviewed as part of the school’s three-year review cycle or before in line with DET requirements or mandates. This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Amendments to this policy will be made in consultation with staff, students and the school community.

POLICY	SCHOOL PURCHASING CARD POLICY
BVPS Council President	Signed: 
BVPS Principal	Signed: <i>C. Ziano</i>
Reviewed	August 2021
Ratified	09/ 11 /2021

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