



Privacy Policy

AIM

To outline the responsibilities of all Pembroke Primary School members in keeping student, parent and staff information private and confidential.

RATIONALE

All staff of Pembroke Primary School are required by law to protect the personal and health information the school collects and holds.

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 Pembroke Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Schools frequently receive requests for information from a variety of sources. The first consideration is always privacy legislation; however there are a number of situations in which information sharing is lawful.

The table below gives general guidance as to how schools should respond to some commonly made requests.

In all cases, before providing information about students, principals and teachers must be satisfied:

☐ of the identity of the person seeking information

☐ that the person seeking information is entitled to access the information.

Where there is any uncertainty, advice should be sought from the Principal who may access the Legal Services Unit.

The following information listed in this section (Information Requests) is taken from the Department of Education and Early Childhood Development School Policy and Advisory Guide 2012.

Information requests – Any further information relevant to particular areas of interest highlighted under the sub-heading (SEE:) can be found at the following link.

www.education.vic.gov.au/spag

When information is requested by

Authorised Officers - Public Transport

Guideline/Action

The Transport (Compliance and Miscellaneous) Act 1983 (Vic) permits the disclosure of information to an “authorised officer” for the purpose of enforcing transport infringements. Schools should comply with these requests. Centrelink Officers have broad powers under the *Social Security Administration Act 1999 (Cth)* to obtain information to determine whether a person qualifies for income support benefits. This may include information or documentation relating to a child’s enrolment and attendance at school.

Centrelink

Courts or Tribunals

☐ If a Subpoena, Witness Summons or Court Order requires the production of documents or that staff attend court to give evidence or act as a witness, staff should comply.

☐ If a Location Order or Recovery Order issued by the Family Court or the Federal Magistrates’ Court is received by a school, staff should

Date ratified by School Council:

Review date: