

SCHOOLS' PRIVACY OPERATIONAL GUIDELINES

In its endeavor to simplify school operations across the state, the Department of Education and Training (DET) has implemented a centralised Schools' Privacy Policy. The following College based guidelines have been devised in support of the policy.

Personal Information is collected and used by Mount Ridley P-12 College to provide services or to carry out the College's statutory functions, assist the College's Student Services team to fulfil its duty of care to students, plan, resource, monitor and evaluate support services and functions, comply with DET's reporting support requirements, comply with statutory and or other legal obligations in respect of staff, investigate incidents or defend any legal claims against the College, its services or its staff, and comply with laws that impose specific obligations regarding the handling of personal information.

- The College uses the personal information of students and staff to:
 - keep parents informed about matters relating to their child's schooling;
 - look after students' educational, social and health needs;
 - celebrate the efforts and achievements of students;
 - administer day to day operations;
 - satisfy the College's legal obligations; and
 - allow the College to discharge its duty of care.

- The College uses personal information of job applicants, staff and contractors to:
 - assess the suitability for employment;
 - administer the individual's employment contract;
 - manage insurance purposes, such as public liability and WorkCover;
 - satisfy the College's legal requirements; and
 - investigate incidents or defend legal claims about the College, its services or staff.

- The College will use and disclose personal information about a student, parent or staff member when:
 - it is required for general administration duties and statutory functions; and
 - it relates to the purposes for which it was collected and it is for a purpose that is directly related to the reason the information was collected, the use of which would be reasonably expected by the individual and there is no reason to believe that there would be an objection of the disclosure.

- The College can disclose personal information for another purpose when:
 - the person consents;
 - it is necessary to lessen or prevent a serious or imminent threat to life, health or safety; and
 - it is required by law or for law enforcement purposes.

- Where consent for the use and disclosure of personal information is required, the College will seek consent from the appropriate person. In the case of each student's personal information, the College will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.
- Mount Ridley P-12 College will treat consent given by the parent as consent given on behalf of the student.
- A parent, student or staff member may seek access to their personal information, provided by them, that is held by the College. 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*.

- The College aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Main Administration Office or through the use of Compass, the College's communication management system.
- College staff and students have use of Information Communication Technologies (ICT) provided by the College. This use is directed by: DET's Acceptable Use Policy for Internet, email, and other electronic communications and DET's IT Security Policy.
- Mount Ridley P-12 College's web and web server makes a record: of a visit and logs the following information for statistical purposes: the Internet Protocol (IP) address of the machine from connecting to the website the top level domain name (for example .com, .gov, .au, .uk etc)
- Should the College receive a complaint about personal information privacy this will be investigated in accordance with DET's Information Privacy Handling Process.

References:

- DET Schools' Privacy Policy
- Privacy and Data Protection Act
- Health Records Act