

# Rowville Primary School

## School Council Privacy Policy



DET International CRICOS Code - 00861K

### PURPOSE

- To ensure that personal information accessed by School Councillors through their role on School Council is used, disclosed and stored according to the Privacy Act.
- To ensure that School Councillors understand their obligations around Privacy.

### BACKGROUND

Personal Information is any information that identifies an individual. It may be student enrolment information, student health information or parent information. For example, School Councillors may receive the personal information of applicants to the principal class or view contractor's personal details or view details of parents who have a Working with Children Check. School Councillors have a responsibility to ensure the personal information they view and possess is used for the purposes it was intended and is adequately secured.

### IMPLEMENTATION

- School Councillors will only access information that is required for them to undertake their role as School Councillors.
- School Councillors will ensure that they don't disclose any personal information that they may have accessed in their role as a School Councillor.
- School Councillors will ensure that confidential information related to school organisation and finances is only used for the purposes that it was intended.
- School Councillors will ensure that personal data is appropriately secured, particularly if it is taken off the school premises, for example printed and emailed material.
- If personal information is emailed off-site, the personal information should be placed in a Word document that is password protected.
- School material should not be stored on the home computer without password protection.
- If taking personal information on a laptop or a memory stick out of school, ensure all documents containing personal information are password protected.
- Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
- Questions or concerns about handling of the personal information should be directed to the Principal or the Privacy Officer at the Department of Education and Training.

### EVALUATION

1. The policy will be reviewed by School Council every two years to assess its effectiveness.
2. Changes to the policy will be made if there are Legislative changes.

This policy was ratified on 28 April 2021 and will be reviewed in April 2023.