Heathmont College is committed to a strict Privacy Policy. Heathmont College community members 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 that Heathmont College has under other laws.

**Personal information** means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably be determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

**Health information** is defined as including information or opinion about a person’s physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person’s health status and medical history, whether recorded or not.

**Sensitive information** is defined as information relating to a person’s racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy **personal information** refers to personal information, health information and sensitive information unless otherwise specified.

**Parent** in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

**Staff** in this policy is defined as someone who carries out a duty on behalf of the School, paid or unpaid, or who is contracted to, or directly employed by the School or the Department of Education and Training (DET). Information provided to a School through job applications is also considered staff information.

Heathmont College will only collect and use information that is necessary for the performance of its functions to:

- provide services to carry out school statutory functions
- assist the school services and its staff to fulfil its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with DET reporting requirements
• comply with statutory and/or other legal obligations in respect of staff

• investigate incidents or defend any legal claims against the School, its services or staff and

• comply with laws that impose specific obligations regarding the handling of personal information.

The School collects and holds personal information about students, parents and staff.

The purposes for which the School uses personal information about students and parents include:

• keeping parents informed about matters relating to their child’s schooling

• looking after students’ educational, social and health needs

• celebrating the efforts and achievements of students

• day to day administration

• satisfying the School’s legal obligations and

• allowing the School to discharge its duty of care.

The purpose for which the School uses personal information of job applicants, staff members and contractors include:

• assessing the suitability for employment

• administering the individual’s employment or contract

• for insurance purposes such as public liability or workcover

• satisfying the School’s legal requirements and

• investigating incidents or defending legal claims about the School, its services or staff.

Heathmont College will use and disclose personal information about a student, a parent or a staff member when:

• it is required for general administration duties and statutory functions

• it relates to the purposes for which it was collected and
• for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The School can disclose personal information for another purpose when:

• the person consents or
• it is necessary to lessен or prevent a serious or imminent threat to life, health or safety or
• it is required by law or for law enforcement purposes.

Where the consent for the use and disclosure of personal information is required, the School will seek consent from the appropriate person. In the case of a student’s personal information, the School will seek the student’s consent and/or the parents’ depending on the circumstances and the student’s mental ability and maturity to understand the consequences of the proposed use and disclosure.

A parent, student or staff member may seek access to their personal information provided by them which is held by the School.

Heathmont College endeavours to ensure that the personal information held is accurate, complete and up to date.

A person may seek to update his/her personal information held by the school by contacting a member of the School’s administration team eg. General Office (for minor amendments) or the relevant enrolment/administrative officer (ie. Assistant Principal or Sub School Coordinator or Year Level Coordinator).

Access to other information may be restricted according to the requirements of laws that apply to the management of School records. These include the Public Records Act and the Freedom of Information Act.

Parents do not have legitimate access to personal information, health information or sensitive information about other students, other parents or any staff member.

If access to such information is gained, such actions will be dealt with using school disciplinary procedures and/or legal action.

If you would like further information please contact Michael Meadows, Assistant Principal, who is the School’s nominated Privacy Officer.

Should the School receive a complaint about personal information privacy, it will be investigated in accordance with DET’s Privacy Complaints Handling Policy and relevant procedures.