



PRIVACY POLICY

PURPOSE

The Department of Education and Training values the privacy of every person and is committed to protecting information that schools collect.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

SCOPE

All staff, service providers (contractors) and agents, (whether paid or unpaid) of the Department, and this Victorian government school (our school), must comply with Victorian privacy law and this policy.

The schools' privacy policy applies equally to all school staff, including:

- principals
- teachers
- visiting teachers
- social workers
- wellbeing staff
- youth workers
- nurses
- student support service officers (SSSOs)
- all other allied health practitioners, engaged by the Department or school council.

POLICY

Gardenvale Primary School abides by the 'Schools Privacy Policy' at <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.

To communicate with students and their parents about how their personal information will be handled in a school environment, one of the ways Gardenvale Primary School will do this is by using Collection Statements. The Collection Statements below is used during the enrolment process and at other times on request:

[Collection Statement - Primary School, privacy information for parents, guardians and carers](#)

Sharing student information

All staff should share information about a student with other staff members on a need-to-know basis. This enables the school to:

- educate students, plan for individual needs and address barriers to learning
- support the student's social and emotional wellbeing and health at school.



Legal obligations

Staff should also share information to fulfil legal obligations, which include:

- taking reasonable steps to reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors
- make reasonable adjustments for a student's disability
- provide a safe and secure workplace.

If unsure about the need-to-know principle, the frequently asked questions below will help [Schools Privacy Policy FAQs for staff](#) for staff and [Schools Privacy Policy FAQs for Parents](#)

Additional guidance on privacy laws

For more information, see: [What is privacy?](#)

Transferring student information between schools

This policy also notes that when a student has been accepted for transfer to another Victorian government school, separate parental consent is not required to share the student's personal and health information with the next Victorian government school. This ensures continuity of appropriate educational services and supports.

EVALUATION

This policy is centrally reviewed.