

Northern Bay College

Privacy Policy NBC045

1.0 PURPOSE

All staff of Northern Bay College are required by law to protect the personal and health information the college collects and holds.

2.0 BROAD GUIDELINES

- 2.1 This policy applies to members of college staff and the College Council at Northern Bay College.
- 2.2 This policy will be made available on request.
- 2.3 The Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, provide for the protection of personal and health information.
- 2.4 In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.
- 2.5 The privacy laws do not replace any existing obligations Northern Bay P-12 College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.
- 2.6 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 determined from the information or opinion. This includes all paper and electronic records, photographs and video recordings.
 - Staff Head shot photographs are required for identification purposes through CASES, Compass, printed staff boards or booklets.
 - Staff photographs captured on camera may be posted on College Website.
 - Internal use video for internal public display
- 2.7 Health information is defined as information relating to a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information of opinion about a person's health status and medical history, whether recorded or not.
- 2.8 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.
- 2.9 Parent in this policy in relation to 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.
- 2.10 Staff in this policy is defined as someone who carries out a duty on behalf of the college, paid or unpaid, or who is contracted to, or directly employed by the college or the Department of Education and Training (DET).

3.0 IMPLEMENTATION

- 3.1 Personal information is collected and used by Northern Bay College to:
 - Provide services or to carry out the college's statutory functions
 - Assist the college 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 other legal obligations in respect of staff
 - Investigate incidents or defend any legal claims against the college, its services, or its staff
 - Comply with laws that impose specific obligations regarding the handling of personal information.
- 3.2 The purpose for which the college uses personal information of students and parents include:
 - Keeping parents informed about matters related to their child's schooling
 - Looking after student's educational, social and health needs
 - Celebrating the efforts and achievements of students

- Day-to-day administration
 - Satisfying the college’s legal obligations
 - Allowing the college to discharge its duty of care
- 3.3** The purpose for which the college uses personal information of job applicants, staff members and contractors includes:
- Assessing suitability for employment
 - Administering the individual’s employment or contract
 - For insurance purposes, such as public liability or WorkCover
 - Satisfying the college’s legal requirements
 - Investigating incidents or defending legal claims about the college, its services, or staff.
- 3.4** The college will use and disclose personal information about a student, parent and staff when:
- It is required for general administration duties and statutory functions
 - It relates to the purposes for which it was collected
 - 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 disclosure.
- 3.5** 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
 - It is required by law or for law enforcement purposes
- 3.6** 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 a student’s personal information, the college will seek the consent from the parent.
- 3.7** We will generally seek the consent of the student’s parents and will treat consent given by the parent as a consent given on behalf of the student.
- 3.8** A parent, student or staff member may seek access to their personal information, provided by them that are held by the college.
- 3.9** Access to information not provided by the parent, student or staff member may be restricted according to requirements of laws that cover the management of college records. These include the Public Records Act and the Freedom of Information Act.
- 3.10** 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 campus principal
- 3.11** College staff and students have use of information and communications technologies provided by the college. This use is directed by:
- DET’s Acceptable use policy for Internet, email and other electronic communications
 - DET’s IT security policy
- 3.12** Should the school receive a complaint about personal information privacy this will be investigated in accordance with the DET’s privacy complaints handling policy.
- 3.13** College Staff who have privacy concerns regarding the use of their image with respect to www, may request from the College Principal a removal of that image from online sites.

4.0 EVALUATION

This policy will be reviewed as part of the College’s three year review cycle

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council: August 2015
NBC045	CCC	July 2018		
	Related document			