



Tarneit Senior College Information Privacy Policy

Tarneit Senior College is committed to protecting the personal and health information that we collect, use and disclose. This policy supports the need to collect information and the right of the individual to privacy. It ensures that Tarneit Senior College can collect personal and health information necessary for its services and functions, while recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect their personal and health information.

Policy

Personal and health information is collected and held (but is not limited to) by Tarneit Senior College for the following purposes:

- to plan, fund, implement, promote, monitor, regulate and evaluate Tarneit Senior College's services and functions
- to fulfil statutory and other legal functions and duties
- to comply with reporting requirements
- to investigate incidents in schools and/or defend any legal claims against Tarneit Senior College, or its employees.

About pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School including:

- name, contact details which may include social media contact details (including next of kin), date of birth, previous school and religion
- medical information (e.g. details of disability and/or allergies)
- conduct and complaint records, or other behaviour notes, and school reports
- information about referrals to government welfare agencies
- counselling reports
- health fund details and Medicare number
- any court orders
- destination and pathways data
- VCE results
- volunteering information (including working with children checks)
- and photos and videos at school events.

About Job applicants, staff members, volunteers and contractors, including:

- name, contact details (including next of kin), date of birth and religion
- information on job application



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- professional development history
- salary and payment information, including superannuation details
- medical information (e.g. details of disability and/or allergies and medical certificates)
- complaint records and investigation reports
- leave details
- photos and videos at school events
- work emails and private emails (when using work email address) and internet browsing history

About other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.

Exception in relation to employee records: Under the *Privacy Act*, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the School and employee. The School handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001 (Vic.)*.

Collection of Personal Information

Tarneit Senior College will only collect personal information if the information is necessary for one of its functions or activities.

Where the personal information of an individual is collected, reasonable steps will be taken to ensure that the individual is aware of:

- the identity of Tarneit Senior College and how to contact it,
- the fact that the individual is able to gain access to the information,
- who Tarneit Senior College usually discloses information of that kind to,
- any law that requires the particular information to be collected, and
- the main consequence (if any) for the individual if all or part of the information is not provided to Tarneit Senior College.

Collection of Health Information

Tarneit Senior College will only collect health information if the information is necessary for one of its functions or activities and:

- Tarneit Senior College has gained consent from the individual, or
- collection is necessary to prevent or lessen a serious or imminent threat to the life, health, safety or welfare of any individual, or



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- collection is necessary to prevent or lessen a serious threat to public health, safety or welfare, or
- collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

Where the health information of an individual is collected, reasonable steps should be taken to ensure that the individual is aware of:

- the identity of Tarneit Senior College and how to contact it,
- the fact that the individual is able to gain access to the information,
- the purposes for which the information is being collected,
- who Tarneit Senior College usually discloses information of that kind to,
- any law that requires the particular information to be collected, and
- the main consequence (if any) for the individual if all or part of the information is not provided to Tarneit Senior College.

Use and Disclosure

Tarneit Senior College must only use or disclose personal and health information for the primary purpose for which it was collected, unless:

- use or disclosure is for a related secondary purpose and the individual would reasonably expect Tarneit Senior College to use or disclose the information for that secondary purpose, or
- the individual has provided consent, or
- use or disclosure is necessary for research, or the compilation of statistics, or
- use or disclosure is reasonably necessary to carry out a law enforcement function, or
- use or disclosure is otherwise required, permitted or authorised by law. For example, Tarneit Senior College may be required to share information to fulfil its duty of care to students, staff and visitors or
- Tarneit Senior College may be required to share information to provide a safe workplace in accordance with occupational health and safety law.

In cases where the use or disclosure is necessary for research or the compilation of statistics, in the public interest, Tarneit Senior College will usually only do so with the individual's consent. Where it is impracticable to seek the individual's consent, and when the research or the compilation of statistics cannot be undertaken with de-identified information, research or compilation of statistics will be carried out in accordance with the [National Statement on Ethical Conduct in Research Involving Humans](#) or, for health information, in accordance with the [Statutory Guidelines on Research](#).



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Data Quality

Tarneit Senior College values information as an important resource. Accordingly, Tarneit Senior College will take reasonable steps to ensure that the personal and/or health information it collects, uses or discloses is accurate, complete, up to date and relevant to Tarneit Senior College's functions or activities.

Data Security

Tarneit Senior College is guided by the principle that all information is well governed and managed. Accordingly, Tarneit Senior College will take reasonable steps to protect the personal and/or health information it holds from misuse and loss and from unauthorised access, modification or disclosure. This includes destroying or permanently de-identifying personal and/or health information if it is no longer needed.

Openness

To enable greater access to government decisions, Tarneit Senior College's information will be made easy to find, access and use. This means that Tarneit Senior College will have, and make available, clearly expressed policies on its management of personal and health information.

On request by a person, Tarneit Senior College will take reasonable steps to let the person know, generally:

- what sort of personal information it holds,
- for what purposes such information has been collected, and
- how it collects, holds, uses and discloses that information.

Access and Correction

Individuals have a right to access, and to correct, their personal and health information held by Tarneit Senior College. Most requests to access and/or correct information held by Tarneit Senior College are processed in accordance with the Freedom of Information Act 1982.

Unique Identifiers

Tarneit Senior College limits its adoption and sharing of unique identifiers. Specifically, the preferred unique identifier for Tarneit Senior College is the Victorian Student Number (VSN).

Tarneit Senior College will:



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- not assign unique identifiers to individuals unless the assignment is necessary to enable it to carry out its functions efficiently, and
- only adopt (as its own unique identifier of an individual), use or disclose a unique identifier assigned by another organisation in limited circumstances.

Anonymity

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering into transactions with Tarneit Senior College.

Transborder Data Flows

Tarneit Senior College will only transfer personal and/or health information about an individual to someone who is outside Victoria in certain circumstances. Specifically, Tarneit Senior College will only transfer personal and/or health information outside Victoria if:

- the individual consents to the transfer (e.g. to use Google's GSuite Applications and additional services at school or other websites who may use storage facilities outside of Victoria or Australia), or
- reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which is very similar to the Victorian privacy law, or
- has taken reasonable steps to ensure that the transferred information will not be held, used or disclosed inconsistently with the Victorian privacy law.

Sensitive Information

Tarneit Senior College will only collect **sensitive information** in limited circumstances. For example, Tarneit Senior College can collect sensitive information if the individual has consented or if the collection is required by law.

Exceptions

Tarneit Senior College is guided by the principle that information is open for sharing and reuse. Accordingly, the information privacy requirements contained within this policy should be balanced with Tarneit Senior College's intention to share information to the maximum extent possible.

Victorian privacy law also stipulates certain situations where Tarneit Senior College does not need to comply with the Information and Health Privacy Principles. Should they arise, exceptions to the application of the Information and Health Privacy Principles should be approved by the Principal of Tarneit Senior College.

Complaints



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Tarneit Senior College will be efficient and fair when investigating and responding to information privacy complaints.

More information

For more information about this policy, contact Tarneit Senior College. on tarniet.sc@edumail.vic.gov.au or (03) 9749 0246.

 [Information Privacy Policy \(docx - 8.06mb\)](#)

Privacy and Data Protection Act 2014 (Vic)

Health Records Act 2001 (Vic)

[Office of the Commissioner for Privacy and Data Protection](#)

[Office of the Health Services Commissioner](#)

[Office of the Australian Information Commissioner](#)