

PRIVACY IN THE SCHOOL COMMUNITY

Purpose

To ensure casual employees and placement students are aware of their obligations regarding personal information held by Lysterfield Primary School.

Implementation

As a casual employee or attending for placement, you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual, it may be enrolment information, health or student progress information. Lysterfield Primary School has a responsibility to ensure the personal information we possess is used for the purpose it was collected for and is adequately secured.

We collect and display student health information in a secured staffroom to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, we take some limited student information off premises when on excursions and we are obliged to ensure personal information is secured and used for appropriate purpose.

What do I need to do as a casual employee / placement attendance ?

- Ensure that you have only personal information required to undertake your role.
- If you are an Education Support Staff, please ensure you carry your Working with Children's card with you at all times.
- If you are a teacher you carry your VIT card with you at all times.
- Ask yourself, do I need all the available information, or just part of the available information to undertake my role?
- Ask yourself, is this information relevant to my role or the task I'm going to do?
- Don't disclose any personal information that you may have happened to have accessed in your role.
- Only use personal information for the purpose it was disclosed to you in your role.
- Ensure that personal data is appropriately secured, particularly if it is taken off the school premises during an excursion, e.g. medical information.
- If in doubt about the handling of personal information, seek advice from staff.

Responsible management of personal information is everyone's business.