



UPPER YARRA
SECONDARY COLLEGE

www.uysc.vic.edu.au

Information Privacy Policy

When collecting personal information, Upper Yarra Secondary College is bound by the Victorian privacy laws, the Privacy and Data Protection Act 2014 and the Health Records Act 2001, the Victorian Freedom of Information Act 1982, Information Privacy Act 2000, as well as other laws that impose specific obligations in regard to handling personal and health information that directly or indirectly identifies a person. This privacy policy and principles are in accordance with these laws.

Rationale

Upper Yarra Secondary College is committed to protecting the privacy of personal and health information. This policy

- supports UYSC's need to collect information and the right of the individual to privacy.
- ensures that UYSC 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 the privacy of their personal and health information.

Purpose

Personal and health information is collected and used by Upper Yarra Secondary College for the following purposes:

- to provide services or to carry out statutory functions.
- to fulfil its duty of care to students.
- to plan, fund, monitor and evaluate the Department's services and functions.
- to comply with reporting requirements.
- to investigate incidents in schools and/or defend any legal claims against the Department, its schools or its employees.

Guidelines

Upper Yarra Secondary College will:

Collection

- collect only information that is required for a specified primary purpose.
- ensure that the person supplying the information knows why the information is collected and how it will be handled.

Use and Disclosure

- use and disclose information only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise required, permitted or authorised by law).

Data Quality

- make sure personal, and health information is accurate, complete and up-to-date.

Data Security

- store information securely, protecting it from unauthorised access, retain it for the period authorised by the Public Records Act 1973, and take reasonable steps to permanently de-identify personal or health information when it is no longer needed.

Openness

- will document clearly expressed policies on management of personal and health information and make these policies available.

Access and Correction

- provide people with access to their own personal information and permit people to seek corrections if necessary.

Unique Identifiers

- will limit the use of unique identifiers as required by the Victorian privacy laws.

Anonymity

- when lawful and practicable, make sure individuals remain anonymous in transactions with DET and DET-funded services.

Transborder Data

- will transfer personal and health information only if the recipient protects privacy under standards similar to Victoria's Information Privacy Principles/Health Privacy Principles

Sensitive Information

- will abide by the Information Privacy Act 2000 which restricts collection of sensitive information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record.

Evaluation

This policy is required to be reviewed annually by School Council.