



## Privacy Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Apollo Bay P-12 College

## 1. PURPOSE

Personal information is collected and used by Apollo Bay P-12 College to:

Provide services or to carry out the College statutory functions, assist the College services and its staff to fulfil its duty to care to students, for educational purposes, plan, resource, monitor and evaluate College services and functions, comply with the Departments reporting requirements, comply with statutory and or other legal obligations in respect of staff, investigate incidents or defend any legal claims against the College, its services or its staff, and comply with laws that impose specific obligations regarding the handling of personal information.

- To protect the privacy of all information that is collected.
- To ensure all employees, school council members and volunteers understand the relevant laws to protect the personal information the school collects and holds.
- To ensure all members of the Apollo Bay P-12 College community have the right to understand how their personal information will be stored, used and disposed of.

## 2. DEFINITIONS

**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. For example, this includes all paper and electronic records, photographs and video recordings.

**Health information** is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

**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.

In this policy 'personal information' refers to personal information, health information and sensitive information unless otherwise specified.

## 3. SCOPE

Apollo Bay P-12 College is bound by the Victorian privacy laws, the [Information Privacy Act 2000](#) and the [Health Records Act 2001](#), as well as other laws that impose specific obligations in regard to handling personal and health information that directly or indirectly identifies a person. The privacy policy and principles in this document are in accordance with these laws and the [Department of Education \(DET\) Information Privacy Policy](#).

Apollo Bay P-12 College is bound by the [DET Information Privacy Policy](#). In broad terms, this means that Apollo Bay P-12 College:

- To ensure students educational needs are fulfilled
- In addition, information that is collected for a specified primary purpose
- ensures that the person supplying the information knows why the information is collected and how it will be handled
- uses and discloses 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)
- stores information securely, protecting it from unauthorised access and retaining it for the period authorised by the [Public Records Act 1973](#), and takes reasonable steps to permanently de-identify personal or health information when it is no longer needed
- provides people with access to their own personal information and permits people to seek corrections if necessary. This will usually be handled under the Freedom of Information Act 1982

## 4. IMPLEMENTATION

Upon collection of personal information Apollo Bay College will:

- address the privacy issues relevant to their functions and only collect and use this information in accordance with the privacy principles
- manage this information according to privacy policies created for the area of service DET provides in accordance with the privacy principles

The school 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, and 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 the disclosure

The school can disclose personal information for another purpose when:

- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or is required by law or for law enforcement purposes
- should the school receive a complaint about personal information privacy this will be investigated in accordance with the [DET privacy complaints handling policy](#)

## 5. FURTHER INFORMATION AND RESOURCES

- Privacy Victoria, [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au)
- DET Requests for Information about Students  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx>
- DET Information Privacy Policy  
<http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf>
- DET Acceptable Use Policy for ICT systems  
<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>
- Apollo Bay College Acceptable Use of Digital Technologies Agreement for students

## 5. EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

## 6. POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	August 2022
Approved by	Principal
Next scheduled review date	August 2025



Brian Humphries  
**Principal**



Dan Holthouse  
**College Council President**