

Bayside P-12 College

Privacy Collection Statement

Rationale:

The Department is committed to protecting the privacy of personal and health information collected by Victorian Schools. The Department and the service providers it funds (schools) are bound by the Victorian privacy laws, the *Privacy and Data Protection Act 2014* 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.

Aims:

Bayside P-12 College will work within the Victorian Privacy Laws that govern the collection and use of information. Bayside P-12 College will handle all personal and health information collected in a way that protects the privacy of the individual and use the information only for the primary purpose for which it was collected.

Statement:

Collection	Bayside P-12 College will only collect personal and health information that is necessary to comply with the reporting requirements of the Department of Education. The collection of this data will also assist the employees of Bayside P-12 College to fulfil their duty of care to students and carry out statutory functions. Information collected by the Department of Education is used to equitably allocate resources to support the educational and welfare needs of all students in Victorian Schools.
Use and Disclosure	Bayside P-12 College recognises the important role our staff play in the protection of privacy and the handling of sensitive information. Bayside P-12 College will only use or disclose personal and health information for the purpose for which it was collected or for a related secondary purpose that the person would reasonably expect. Information will only be disclosed with the consent of the person unless otherwise required, permitted or authorised by law.
Data Quality	Bayside P-12 College will make sure that personal and health information is accurate, complete and up to date.
Data Security	Bayside P-12 College will take all reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure. Individuals who provide information have the right to expect that their data will be handled in a way that protects their privacy.
Openness	Bayside P-12 College will ensure that our Privacy Statement is available on our website and to anyone who asks to view the statement.
Access & Correction	Bayside P-12 College will ensure that individuals are aware that they can seek access to their personal and health information and make corrections. Access to and correction of information collected and used will be handled mostly under the <i>Victorian Freedom of Information Act 1982</i> . All requests for information will be referred to the Principal.

For further information on privacy, visit www.privacy.vic.gov.au

Evaluation:

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