

Fitzroy Community School

Privacy Policy

Introduction

Fitzroy Community School (FCS) is bound by and supports the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988 (Cth)*. The APPs cover the collection, use, disclosure, integrity and security of, and access to, personal information.

FCS acknowledges the importance of confidentiality. In the operation of a school, staff will, both officially and incidentally be exposed to private, personal details of students and their families. It is imperative that this information is not shared or disclosed, a principal and practice that has been part of the modus operandi of the school since its founding in 1976.

FCS is committed to protecting privacy and confidentiality, in accordance with Australian privacy laws. This Privacy Policy sets out how the school manages personal information provided to or collected by it.

Privacy Policy

Who do we collect information about?

FCS collects information about:

- students
- parents and/or guardians
- job applicants
- staff members
- volunteers
- contractors

Information about students and their families may be collected before, during and after the course of a student's enrolment at the school.

How does FCS collect personal information?

In most cases, FCS collects personal information directly from individuals such as current employees, job applicants, volunteers and contractors. Student information is usually collected from parents and guardians. We do this by asking individuals to complete forms, through face-to-face meetings and interviews, telephone calls and email. At times, we may receive information from a third party, (Eg. a report about a student provided by a medical or educational professional) or information about current or prospective employees such as references from previous employers. The school may also be obliged to collect particular information about its staff,

parents and students to comply with its obligations under the Education and Training Reform Act 2006 and to discharge its duty of care to its students and staff.

What types of information does FCS collect and hold?

The types of information that FCS collects & holds includes:

- student information such as date of birth, identity documents, photographs, health information including vaccination records and health plans including for children with severe allergies, academic and educational information, relevant family information
- contact details and addresses
- staff, contractor and volunteer information such as employment history, qualifications, certifications, Working With Children Checks, police records, references

How does FCS use personal information?

The personal information we collect is used for the following purposes:

- **Educational Services:** To provide and manage education and support services, including tailored learning programmes
- **Student Wellbeing:** To enable us to discharge our duty of care to our students including looking after students' safety, social and medical wellbeing and their educational needs
- **Communication:** To communicate with parents/guardians about student progress, school events and updates
- **Administration:** For the day-to-day operation and administration of the school, including managing enrolments, staffing and facilities and assessing and engaging employees, volunteers or contractors
- **Compliance:** To comply with legal and regulatory requirements, including reporting to government authorities

Who does FCS disclose personal information to?

FCS respects the privacy of our school community and is committed to protecting and maintaining the privacy, accuracy and security of personal information. The school may disclose personal information, including sensitive information, when it is reasonably necessary for, or directly related to, its educational functions and activities. Information may be disclosed to the following people/organisations &/or for the following reasons:

- **Legal Requirements:** Law enforcement agencies such as Victoria Police when required by law, such as in response to a court order or to report child protection concerns or any other disclosure that is required or authorised by or under an Australian law or a court order.
- **Compliance Requirements:** Reporting to government education departments and (in relation to teaching staff) organisations such as the Victorian Institute of Teaching (VIT).

- **Health and Safety:** Information may be shared with medical practitioners when necessary to protect the health, safety, or wellbeing of students, staff, or others
- **Educational Institutions:** With other educational institutions when transferring students or for collaborative educational purposes, with consent.
- **Recipients of school publications;** e.g., newsletters and magazines

How will the school treat sensitive information?

Sensitive information means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health information. In most instances, FCS does not collect sensitive information. Unless authorised, or it is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided.

How does FCS protect personal information?

We implement a range of security measures to protect personal information from unauthorised access, alteration, or disclosure. These measures include:

- **Physical Security:** Restricted access to our facilities and secure storage of physical records
- **Digital Security:** Data is stored on a secure server on our premises. Computers are password protected.

Do members of the FCS community have access to their personal information?

FCS will take reasonable steps to ensure that all personal information held by it is up to date, complete, relevant, not misleading and accurate. Individuals have the right to access their personal information and request corrections if necessary. To request access or make a correction, please contact us at info@fcs.vic.edu.au. We will respond to requests in accordance with legal requirements.

Contact and Complaints

If you have any questions or concerns about this privacy policy, please contact us at info@fcs.vic.edu.au. We are committed to addressing your queries and ensuring the privacy and protection of personal information.

A person may make a complaint to FCS by contacting complaints@fcs.vic.edu.au if they consider that FCS may have breached the Australian Privacy Principles.

What if there are changes to this policy?

Any updates or changes to our privacy policy and privacy practices will be communicated to the school community through our website.

Further Information

Further information on privacy legislation may be obtained by contacting the office of the Federal Privacy Commissioner. See www.privacy.gov.au.