

Privacy Policy

Parkdale Pre School is bound by the (relevant legislation) 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.

Parkdale Pre School is committed to protecting the privacy of personal and health information. This Privacy Policy embodies this commitment.

The policy supports the Parkdale Pre Schools need to collect information and the right of the individual to privacy. It ensures that the Parkdale Pre School can collect personal and health information necessary for its services and functions, while recognizing the right of individuals to have their information handled in ways that they would reasonably expect in ways that protect the privacy of their personal and health information.

Policy

Personal and health information is collected and used by the Parkdale Pre School for the following purpose:

- to provide service or to carry out kindergarten functions

- to assist Parkdale Pre School and it's employees to fulfill its duty of care to children

- to plan, fund, monitor and evaluate services and functions

- to comply with DEECD reporting requirements

- to investigate incidents in schools and/or defend any legal claims against the service or its employees

Parkdale Pre School has adopted the ten information privacy principles (IPP) developed by the Office of the Victorian Privacy Commissioner (www.privacy.vic.gov.au and search "IPP") as minimum standards in relation to handling personal and health information. In broad terms, this means that Parkdale Pre School:

- collect only information which 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 disclose it 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)
- store it securely, protecting it from unauthorized 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
- Provide people with access to their own personal information and permit people to seek corrections if necessary. This will usually be handled under the *Freedom of Information Act 1982*. For DEECD services not covered by this Act, access will be available as a prescribed by the Victorian privacy laws.

Parkdale Pre School in collecting personal and health information will:

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

Parkdale Pre School in using personal and health information but do not directly collect personal and health information.

Research: Parkdale Pre School will usually only use or disclose an individual's personal or health information for research or compilation of statistics with the individual's consent. When research or the compilation of statistics which is in the public interest cannot be undertaken with de-identified information, and where it is impractical to seek the individual's consent, the research or compilation of statistics will be carried out in accordance with the National Statement on Ethical Conduct in Research Involving Humans issued by the National Health and Medical research Council (1999) and in accordance with Health Services Commissioner guidelines.

Complaints

A complaint about information privacy is an expression of dissatisfaction with Parkdale Pre School procedures, staff, agents or quality of service associated with the collection or handling of personal information. Parkdale Pre School will be efficient and fair when investigating and responding to information privacy complaints. The process for investigation and response to all complaints is set out in the complaints policy.

Principles

The key Information Privacy Principles (IPP) and Health Privacy Principles (HPPs) Principles are listed here. Only the key principles have been selected and are provided in summary. The full expectations qualifying many of the principles are not included.

Collections: Parkdale Pre School must collect only personal and health information that is necessary for performance or functions. Individuals should be told why this information is

required, what it will be used for and that they can gain access to their personal and health information.

Use and disclosure: Parkdale Pre School must only use or disclose personal and health information:

- for the primary purpose for which it was collected

- for a related secondary purpose (which must be a directly related purpose in the case of health or sensitive information) that the person would reasonably expect

- with the consent of the person

- unless otherwise required, permitted or authorized by law principles

Data Quality: Parkdale Pre School must make sure personal and health information is accurate, complete and up-to-date.

Data Security: Parkdale Pre School must take responsible steps to protect personal and health information from misuse, loss, unauthorized access, modification and disclosure.

Openness: Parkdale Pre School must document clearly expressed policies on management of personal and health information and make these policies available to anyone who asks for them.

Access and correction: Individuals have a right to seek access to their personal and health information and make corrections.

Unique identifiers: A unique identifier is usually a number assigned to an individual in order to identify the person for the purpose of an organization's operation. Tax File Numbers and

Medicare numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. Privacy laws limit the adoption and sharing of unique numbers. Parkdale Pre School will limit the use of unique identifiers as required by the Victorian privacy laws.

Anonymity: When lawful and practicable, individuals should be able to remain anonymous in transactions with services.

Transborder data flows: Transfer of personal and health information outside Victoria is restricted by privacy laws. Personal and health information may be transferred only if the recipient protects privacy under standards similar to Victoria's IPP/HPP's.

Sensitive information: The *Information Privacy Act 2000* restricted collection of sensitive information about individual's racial or ethical origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. Parkdale Pre School will apply IPP10 when collection and handling sensitive information