

# **Wandong Primary School – VOLUNTEERS AND PRIVACY POLICY**

**For period: May 2019 – May 2022**

This policy is to be read in conjunction with the WPS- Visitors to School Policy.

As a volunteer, you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed.

**Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes for which it was collected and is adequately secured.**

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

## **What do I need to do as a volunteer?**

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**
  - Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself, is this information relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may happen to have accessed to in your role as a volunteer.**
  - Only use personal information for the purpose for which it was disclosed to you in your role as a volunteer.
- **Ensure that personal data is appropriately secured, particularly if it is taken off of the school premises, e.g. medical information taken on an excursion.**
- **If in doubt about the handling of personal information, seek advice from staff.**
  - Individuals can raise a concern to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
  - If you have any questions or concerns about the handling of personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Training on 9637 3601.

***Responsible management of personal information is everyone's business.***

### **Evaluation:**

This policy will be reviewed every three years as part of the Wandong Primary School cyclic policy review process.

## **CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the

27<sup>th</sup> day of May 2019