**Privacy during COVID-19**

Schools do not need to udpate any local policies to account for variations to school processes as a result of COVID-19. Instead, schools must follow the Department's Coronavirus advice for schools. Information and advice on privacy and remote online learning is available at: Child Safety, Reportable Conduct and Duty of Care in Remote Online Learning Environments

**General information on the Schools' Privacy Policy**

The Department has developed a new Schools' Privacy Policy and related documents for all Victorian government schools to implement.  All schools must use the same policy on the Department's website . There is no scope to localise this so there is no template - you simply need to link to the Department site 'Schools' Privacy Policy' at http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx.

The Schools' Privacy Policy:

replaces any existing privacy policies used by schools
ensures your school is compliant with updated legislation
clarifies that all school staff (including Student Support Service Officers, other allied health practitioners and teaching staff) may share personal and health information about a student with all other staff who 'need to know' that information, to enable the school to educate or support the student or fulfil legal obligations
allows for personal and health information about students transferring between government schools to be shared with the next (Victorian government) school.

**Implementation guide**

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| **Is it compulsory for all Victorian government schools to have a policy addressing this issue?** | Yes, all Victorian government schools are required to adopt the Department's Schools' Privacy Policy. |
| **Does this policy have to be approved by school council?** | No it is a whole of Department policy applying to all schools. |
| **Recommended consultation** | Consultation with your school council is not required for this policy as the content applies to all Victorian government schools and does not need to be tailored to your school community. Principals may choose to present the Department's Schools' Privacy Policy to school council for noting. |
| **What is the basis of this policy?** | • *Privacy and Data Protection Act 2014* (Vic)<br>• The Department's Privacy and Information Sharing Policy |

| Review cycle | N/A - this policy is centrally reviewed and updated so always use the link to the Schools' Privacy Policy on the DET website to ensure parents have access to the most current version. |
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- Post a link on your school's website to the Department's webpage where the Schools' Privacy Policy is located
  - http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx.
- Ensure you provide parents/carers with the relevant collection statement, as explained in the Department's Privacy and Information Sharing policy and guidance — refer to the guidance chapter on Collection Statements for further information and for access to the template collection statements. These collection statements include:
  - *Collection Statement – Enrolment:* provide to parents/carers on enrolment.
  - *Collection Statement – Primary Schools:* provide to all parents/carers **once per year** and post a copy of this Collection Statement and a link to the Department's Schools Privacy Policy on your school website.
  - *Collection Statement – Secondary Schools:* provide to all parents/carers **once per year** and post a copy of this Collection Statement and a link to the Department's Schools Privacy Policy on your school website.
- *P 12 and special schools* – please use age appropriate Collection Statement (either the Primary School or Secondary School template).
- Translations for culturally and linguistically diverse communities are available at http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx.
- Share the frequently asked questions (FAQs) about privacy with your staff to help them to understand when they should share 'need to know' information.

## Key Contacts

Jane Carew-Reid

## Templates

FAQs Schools' Privacy Policy - for staff.docx

## Resources

Schools' Privacy Policy

The Department's policy and guidance at Privacy and Information Sharing, on the Policy and Advisory Library, which includes the following templates and resources:

- Schools' Privacy Policy FAQs for staff
- Schools' Privacy Policy: Information for parents
- Collection Statement - Enrolment
- Collection Statement - Primary School
- Collection Statement - Secondary School