



School councils and privacy in the school community

As a school councillor 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 includes health information.

Personal Information is any information that identifies an individual; it may be student enrolment information, student health information or parent information. For example, school councillors may receive the personal information of applicants to the principal class or view contractor's personal details. Schools, and school councils, have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

What do I need to do as a school councillor?

- **Ensure you have only that personal information required to undertake your role as a school councillor.**
 - Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself, is the information I'm accessing relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have accessed in your role as a school councillor.**
 - Only use personal information for the purpose it was disclosed to you in your role as a school councillor.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. material emailed to you.**
 - If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!
 - Don't store school material on your home computer without password protection.
 - If taking personal information on a laptop or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from the principal.**
 - Individuals can complain to the Department of Education and Early Childhood Development or the Victorian Privacy Commissioner if they feel their privacy has been breached.
 - If you have a question or concern about handling of the personal information in the school, speak to the principal or call the Privacy Officer at Department of Education and Early Childhood Development on 9637 3601.

Responsible management of personal information is everyone's business.

IVANHOE PRIMARY SCHOOL

Confidentiality agreement between and Ivanhoe Primary School Council

Date of effect

In the course of participating in school governing processes as a member of Ivanhoe Primary School Council, or its committees, whether directly or indirectly, I may become aware of information belonging to Ivanhoe Primary School Council that is confidential. School Council information is by its very nature confidential or, in the case of council committees, it has been deemed confidential.

I will take all reasonable steps not to disclose any such information in any form to any parties other than those on the respective school council and committees of which I am a member, unless with the specific and minuted approval of the school council. Should conditions be placed upon that approval, I will comply with these conditions.

I undertake to not access, use, modify, disclose, or retain any confidential information of Ivanhoe Primary School Council that I have acquired, except for the purpose for which the confidential information was acquired.

This confidentiality agreement is made for the benefit of the council and to ensure *principles of good governance* are met. It survives the retirement or resignation of me from any committee covered by the agreement. Upon resignation or retirement, all documents and information (including electronic) related to Ivanhoe Primary School Council will be securely disposed of, in keeping with the council's policy [*]

Confidential Information includes information:

- of a commercial nature
- which relates to individual contributions of council participants leading up to a school council decision
- which relates to the internal management and operations of Ivanhoe Primary School Council
- which relates to the personnel, policies, and strategies of Ivanhoe Primary School Council

Breach of this confidentiality agreement may result in a demand for my resignation, following determination by the Ivanhoe Primary School Council.

Signed by

Name in full

Signature

Witnessed by

Name in full

Signature

Date

Current committee/s:

Name of committee	Start date	End date