

Privacy Information Policy



Help for non-English speakers

If you need help to understand this policy, please contact the school on 9393 5800

Policy |

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff including contractors, service providers and volunteers of the Department, and this Victorian government school being Bayside P-12 College, must comply with Victorian privacy law and this policy.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

This policy explains how our college collects and manages personal and health information, consistent with Victorian privacy law.

Purpose |

- All schools are required to follow the Department's standardised [Schools' Privacy Policy](#) and must post a link to it on the school's website. The Schools' Privacy Policy describes how schools collect and manage personal and health information, consistent with Victorian privacy law and Department policy.

Important Definitions |

Personal information

Personal information is recorded information or an opinion about a person who is identified or could be reasonably identified.

It will be considered personal information regardless of whether it is true or not.

Examples of personal information include a person's:

- name
- address
- phone number
- date of birth and/or age.

De-identified information about individuals can become personal information if it is re-identified or re-identifiable. For example, if a sample size is very small or enough separate facts about a person are provided then their identity could be guessed.

Sensitive information

Sensitive information is a type of personal information. It has stronger legal protections due to the risk of discrimination.

Sensitive information includes information or opinion that relates to a person's:

- racial or ethnic origin
- political opinions or affiliations



Privacy Information Policy

- religious beliefs or affiliations
- philosophical beliefs
- sexual orientation or practices
- criminal record
- membership of a trade union.

Personal and sensitive information is regulated in Victoria under the Privacy and Data Protection Act 2014 (Vic).

Health information

Health information is a type of personal information. The sensitive nature of this information means that it has different and stronger legal protections.

Health information is information or opinion about an identifiable person's:

- physical health
- mental or psychological health
- disability.

Health information is regulated in Victoria under the Health Records Act 2001 (Vic).

Further information and resources |

Related policies

- [CCTV in Schools – Installation and Management](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Digital Technologies – Responsible Use](#)
- [Generative Artificial Intelligence](#)
- [Information Security](#)
- [Photographing, Filming and Recording Staff and Other Adults](#)
- [Photographing, Filming and Recording Students](#)
- [Privacy policy \(Corporate\)](#)
- [Privacy policy \(National Law\)](#)
- [Records Management](#)
- [Records Management – Employee Information](#)
- [Requests for Information about Students](#)
- [Schools' privacy policy](#)
- [Software and Administration Systems](#)
- [Volunteers in Schools](#)

Relevant Legislation

- [Health Records Act 2001 \(Vic\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)
- [Public Records Act 1973 \(Vic\)](#)

Monitoring and review of the of the policy |

This policy will be reviewed as part of the college's three-year review cycle or if guidelines change (latest DET update July 2025).

Policy and Approval |

Consultation | College Council & Student Representative Group

Date of approval by College Principal | April 2026

Review Date | April 2029

