



## Privacy Policy

Latest DET Update: February 2023  
First Developed in this Format: November 2019

### 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** is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.
- **Health information** is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.
- **Sensitive information** is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices; or criminal record. It also includes health information.



### Further information and resources |

- Parents will find more details here -
  - [schools' privacy policy](#)
  - [enrolment, privacy information for parents and carers](#)
  - [primary school, privacy information for parents and carers](#)
  - [secondary school, privacy information for parent and carers](#)
- Freedom of Information Unit
  - DET - 2 Treasury Place, East Melbourne VIC 3002  
(03) 9637 3961  
[foi@edumailvic.gov.au](mailto:foi@edumailvic.gov.au)
  - [Freedom of information requests](#)
- Knowledge, Privacy and Records Branch
  - DET - 2 Treasury Place, East Melbourne VIC 3002  
(03) 9637 3961
  - [privacy@edumail.vic.gov.au](mailto:privacy@edumail.vic.gov.au)

### 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 February 2023).

### Policy and Approval |

**Consultation |** College Council & Student Representative Group

**Date of approval by College Council |** February 2023

**Review Date |** February 2026