



VOLUNTEERING PRIVACY POLICY

Definition:

- **Volunteering** means refers to people whom without remuneration or reward voluntarily engage in school work either inside (Classroom Volunteer) or outside (School Volunteer) of a classroom, at the request of the school, by School Council and/or by the School Parents & Friends Committee.
- **Privacy** refers to keeping the personal information of students, staff, and others in the school community safe. 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.

Rationale:

- 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 that the personal information they possess is used for the purposes it was collected for and is adequately secured.

Aims:

- To clarify the role of **School and Classroom Volunteers** and to highlight the importance of privacy and confidentiality whilst volunteering at or on behalf of the school.

Implementation:

- Ensure that you have only the personal information required to undertake your role as a school or classroom 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 have accessed in your role as a volunteer.
 - *Only use personal information for the purpose it was disclosed to you in your role as a volunteer.*
- Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.
 - *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!*
 - *If taking personal information on a lap top 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 staff.
 - *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 school 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.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle and will be reviewed in conjunction with the School Volunteering Policy and the Classroom Volunteering Policy.