

DEECD Information Privacy Policy

This brochure outlines how the Department of Education and Early Childhood Development (DEECD) and DEECD funded services will comply with the requirements of Victorian privacy legislation. When DEECD and DEECD funded services collect personal information from you, a tailored privacy statement incorporating the relevant privacy principles from below, will be provided to you.

- > Collection**

DEECD and DEECD-funded services must collect only personal and health information that is necessary for performance or functions. Individuals should be told why this information is required, what it will be used for and that they can gain access to their personal and health information.
- > Use and disclosure**

DEECD and DEECD-funded services must only use or disclose personal and health information:

 - for the primary purpose for which it was collected
 - for a related secondary purpose (which must be a directly related purpose in the case of health or sensitive information) that the person would reasonably expect
 - with the consent of the person
 - unless otherwise required, permitted or authorised by law.
- > Data quality**

DEECD and DEECD-funded services must make sure personal and health information is accurate, complete and up-to-date.
- > Data security**

DEECD and DEECD-funded services must take reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification and disclosure.
- > Openness**

DEECD and DEECD-funded services must document clearly expressed policies on management of personal and health information and make these policies available to anyone who asks for them.
- > Access and correction**

Individuals have a right to seek access to their personal and health information and make corrections. Access to and correction of information collected and used by DEECD and DEECD-funded services will be handled mostly under the *Victorian Freedom of Information Act 1982*.

- > Unique identifiers** A unique identifier is usually a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Tax file numbers and Medicare numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. Privacy laws limit the adoption and sharing of unique numbers. DEECD and DEECD-funded services will limit the use of unique identifiers as required by the Victorian privacy laws.
- > Anonymity** When lawful and practicable, individuals should be able to remain anonymous in transactions with DEECD and DEECD-funded services.
- > Transborder data flows** Transfer of personal and health information outside Victoria is restricted by privacy laws. Personal and health information may be transferred only if the recipient protects privacy under standards similar to Victoria's Information Privacy Principles/Health Privacy Principles.
- > Sensitive information** The *Information Privacy Act 2000* restricts collection of sensitive information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. DEECD and DEECD-funded services will apply IPP10 when collecting and handling sensitive information.

The full exceptions qualifying many of the principles are not included here, but can be found at the Privacy Victoria website. Further information is available here:

- > DEECD's Privacy Unit** Email: privacy.enquiries@edumail.vic.gov.au
Telephone: (03) 9637 3601
- > DEECD's Freedom of Information Unit** Email: FOI@edumail.vic.gov.au
Telephone (03) 9637 2670
- > DEECD website** <http://www.education.vic.gov.au/privacy.htm>
- > Victorian privacy laws** Privacy Victoria website: <http://www.privacy.vic.gov.au>
Telephone: 1300 666 444
- > Office of the Victorian Health Services Commissioner** Website: <http://www.health.vic.gov.au/hsc>
Telephone: (03) 8601 5200

