



Volunteers, Casuals and Privacy in the School Community

Child Safety Standards

Albert Street Primary School is a Child Safe Community

At Albert Street we promote acceptance of diversity in a welcoming environment.

In particular Albert Street:

- Has zero tolerance for child abuse
- Is committed to providing a safe environment for all children
- Has systems to protect children from abuse and will take all allegations and concerns very seriously and responds to them consistently in line with our school's policies and procedures
- Actively works to listen and empower children
- Promotes the cultural safety, participation and empowerment of Aboriginal children
- Promotes the cultural safety, participation and empowerment of children from culturally/linguistically diverse backgrounds
- Ensures all children with a disability are safe and can participate accordingly

Personal Information: Information or an opinion, whether true or not, about an individual whose identity is apparent, or can be reasonably ascertained from the information or opinion (abridged, from the *Information Privacy Act 2000*)

As a volunteer you may occasionally access personal information of students, staff and other 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.

Broadly, the school is permitted to collect information for a defined purpose and to use and disclose the information for that purpose. Information collected by the school cannot be accessed, used or disclosed for any other purpose without the individual's consent, or unless, in the unusual circumstance, an exemption provision applies.

What do I need to do as a volunteer?

- **Access only personal information that is required to undertake your role as a volunteer.**
 - Ask yourself – Do I need to access all the available information, or just a part of the available information to undertake my role?
 - Ask yourself – Is the information I am accessing relevant to my role or the task I am going to complete?
- **Do not inappropriately disclose any information that you may have happened to access in your role as a volunteer.**
 - Only use personal information from the school for the purpose it was disclosed to you in your role as a volunteer.
 - Individuals can complain to the Department or the Victorian Privacy Commissioner if they feel that their privacy has been breached.

Volunteers, Casuals and Privacy in the School Community

- **Ensure that personal data is appropriately secured.**
 - If taking personal information from the school premises, ensure it is in a sealable envelope or case.
 - If emailing personal information off site, place the personal information in a word document and password protect the document. **Do not include the password in the email.**
 - If taking personal information on a laptop or memory stick out of the school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from staff.**
 - If you have a question or concern about the handling of personal information in the school, speak to the Principal or call the Privacy Officer at the Department of Education and Early Childhood Development on **(03) 9637 3601**

Responsible management of personal information is everyone's business.