

Privacy Policy

Description

This policy addresses the need to ensure that all personal records are kept secure in accordance with the relevant privacy legislation. This policy also addresses the rules concerning collection and disclosure of information, the rights of employees to access and correct information held about them and the period of time such information may be retained by Macedon Ranges Education. This ensures the rules relating to privacy are applied consistently across the business.

Policy

The intent of state and federal privacy legislation is to protect an individual's right to privacy in relation to the collection, use, access, retention, correction, and disclosure of personal information held by their employer.

Responsibility for compliance with the privacy legislation rests primarily with the Chief Executive Officer or delegate. In the first instance, staff and employees should refer any privacy concerns or issues to the Chief Executive Officer or delegate.

It is important that staff and employees make all reasonable efforts to ensure that the information on file is accurate, up-to-date, complete, and not misleading.

Employees have a responsibility to ensure that their personal details (e.g., address, contact numbers, emergency contact) remain up to date by advising the Chief Executive Officer or delegate when changes occur.

Security

- Personal files will be protected against loss, unauthorised access or disclosure, or other misuse.
- Personal files being held by staff in local area offices or in Payroll will be secured in locked cabinets, and where possible in a locked office. Access to files will only be available to delegated authorities, for example, the Chief Executive Officer or delegate and Payroll employees.
- Electronic files (such as personal records and payroll records) are only accessible to authorised users with passwords.

Access & Correction

- Employees have the right to access, and request correction of, any personal information held about them by Macedon Ranges Education.
- Employees seeking access to personal file information must request access in writing at least 24 hours in advance. The Chief Executive Officer or delegate should review the file and remove any evaluative material which has been compiled solely for the purpose of determining candidate suitability or eligibility for an appointment, promotion, removal, or benefits where such information has been provided subject to a promise of confidentiality e.g., reference checks. Information relating to other employees should be removed or deleted from the information provided to the employee.
- A staff member should supervise an employee's review of the file to ensure no information is removed. Photocopies may be taken by the employee of the information contained in their file.

Version Control

This document is under version control.

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