Rationale

* Schools frequently receive requests for information from a variety of sources. Whilst there are a number of situations in which information sharing is lawful, the first consideration is always privacy legislation.
* This policy specifically relates to access to information, communications and student reports by parents/carers or casual carers.

Purpose

* To assist the school to keep student information confidential as appropriate.
* To ensure Charles La Trobe College complies with DET policy and guidelines and the legislative requirements of the following Acts t in respect of access to student reports:
* Children, Youth and Families Act 2005 (Vic)
* Education and Training Reform Act 2006 (Vic)
* Family Law Act 1975 (Cth)
* Freedom of Information Act 1982 (Vic)
* Health Records Act 2001 (Vic)
* Information Privacy Act 2000 (Vic)

Implementation

* In all cases, before providing information about students, the principal class officer must be satisfied of the identity of the person seeking information and that the person is entitled to access the information.
* If there is any uncertainty, the principal class officer will seek advice from Legal Services Unit.
* The school acknowledges that subject to any Family Court Order, parents have equal ‘parental responsibility’ in respect of the child, including an entitlement to know where their child is enrolled.
* Parents who have parental responsibility for “long-term care, welfare and responsibility” have the same entitlement.
* If the school is satisfied that either there are no Court Orders in place or there is a Court Order conferring long-term care, welfare and responsibility for the child on the parent and there are no immediate welfare concerns and the school is satisfied of the identity of the parent and his/her relationship to the child then the school if requested will:
* confirm the student is enrolled but will not reveal the student’s address
* provide a copy of the school report
* provide copies of school communications.
* Requests from parents for other documents (for example, incident reports, staff diary notes, minutes of meetings etc.) will be referred to the Freedom of Information Manager, who will determine whether the person is entitled to the information.
* If a student or former student requests information and documentation, it will be released if:
* the document/information was given to the school by the student
* the document/information was previously given to the student
* the document is publicly available
* The school will respond positively to Court Orders or subpoenas.
* For further information about who may seek information about students, please refer to the School Policy Advisory Guide > A – Z Index.
* Please refer also to the school’s Information Privacy Policy and the Parental Responsibilities (Decisions about Students) Policy.

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update late April 2017**).**

Ratification

This policy was ratified by the College Council on 15th February, 2018.

Reference

[www.education.vic.gov.au/school/principals/spag/safety/Pages/requestinfo.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/requestinfo.aspx)