



Department of  
**Education**

# **Privacy and Responsible Information Sharing Policy**

Effective date: 12 November 2024

Version: 1.0

## Table of contents

<b>1. Policy statement</b>	<b>3</b>
<b>2. Policy rules</b>	<b>3</b>
<b>3. Responsibility for implementation and compliance</b>	<b>3</b>
<b>4. Scope</b>	<b>3</b>
<b>5. Definitions</b>	<b>3</b>
<b>6. Related documents</b>	<b>6</b>
<b>7. Contact information</b>	<b>9</b>
<b>8. History of changes</b>	<b>9</b>
<b>9. More information</b>	<b>10</b>
Policy review date	10

## 1. Policy statement

The Department of Education (the Department) is committed to protecting the privacy of personal and health information it collects, holds, manages, uses, discloses and shares, in accordance with relevant legislation and policies, in the fulfilment of its functions and activities.

## 2. Policy rules

All employees must manage personal, including sensitive, and health information in accordance with the Privacy and Responsible Information Sharing (PRIS) Framework.

## 3. Responsibility for implementation and compliance

All employees are responsible for implementing this policy.

The Information Privacy and Governance team is responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees.

## 5. Definitions

### Personal Information

**Personal Information** means information or an opinion, whether true or not, and whether recorded in material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion, and includes:

- a name, date of birth or address
- a unique identifier, online identifier or pseudonym
- contact information
- information that relates to an individual's location
- technical or behavioural information in relation to an individual's activities, preferences or identity
- inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information
- information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual

### **Sensitive Personal Information**

**Sensitive Personal Information** means personal information that relates to an individual's:

- racial or ethnic origin
- gender identity (when differs from designated sex at birth)
- sexual orientation or practices
- political opinions or memberships of a political association
- religious beliefs or affiliations
- philosophical beliefs
- memberships of a professional or trade association or trade union
- criminal record
- health information or genetic information
- biometric information that is to be used for the purpose of automated biometric verification or biometric identification
- biometric templates.

## **Health Information**

**Health Information** means personal information that relates to an individual's health, illness, disability or injury. This includes an individual's expressed wishes about the future provision of health services, or a health service provided or to be provided to an individual. Health information also includes other personal information collected, to provide, or in providing, a health service to an individual.

For example, health information may include:

- notes of symptoms or diagnosis
- specialist reports and test results
- prescriptions and other pharmaceutical purchases
- dental records
- appointment and billing details
- information collected in connection with donations or intended donations of organs, body parts or body substances
- genetic information that is, or could be, predictive of the health of an individual or a genetic relative of an individual.

## 6. Related documents

### Relevant legislation or authority

[Auditor General Act 2006](#)

[Australian Privacy Principles 2014 \(Cth\)](#)

[Children and Community Services Act 2004 \(WA\)](#)

[Code of Conduct and Standards](#)

[Corruption, Crime and Misconduct Act 2003 \(WA\)](#)

[Criminal Code Act Compilation Act 1913 \(WA\)](#)

[Criminal Procedures Act 2004 \(WA\)](#)

[Disability Services Act 1993 \(WA\)](#)

[Education and Care Services National Law Act 2012 \(WA\)](#)

[Electronic Transactions Act 2011 \(WA\)](#)

[Equal Opportunities Act 1984 \(WA\)](#)

[Evidence Act 1906 \(WA\)](#)

[Freedom of Information Act 1992 \(WA\)](#)

[Freedom of Information Regulations 1993 \(WA\)](#)

[Privacy Act 1988 \(Cth\)](#)

[Privacy and Responsible Information Sharing Bill 2024 \(WA\)](#)

[Public Interest Disclosure Act \(2003\)](#)

[Public Sector Code of Ethics \(2007\) \(WA\)](#)

[Public Sector Management Act 1994 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

[Schools Curriculum and Standards Authority Act 1997 \(WA\)](#)

[State Records Act 2000 \(WA\)](#)

[Teacher Registration Act 2012 \(WA\)](#)

## **Related Department policies**

[Child Protection in Department of Education Sites](#)

[Councils and Boards in Public Schools](#)

[Criminal History Screening for Department of Education Sites](#)

[Cyber Security](#)

[Duty of Care for Public School Students](#)

[Employee Performance](#)

[Enrolment in Public Schools](#)

[Injury Management and Workers' Compensation](#)

[Managing a Breach of the Public Sector Standard Claims](#)

[Records Management](#)

[Recruitment, Selection and Appointment](#)

[Research Conducted on Department of Education Sites by External Parties](#)

[Security for Public Schools and Residential Facilities](#)

[Software Use](#)

[Student Attendance in Public Schools](#)

[Student Health in Public Schools](#)

[Students Online in Public Schools](#)

[Telecommunications Use](#)

## **Other documents**



[Protective Security Policy Framework](#)

[Delegation information relating to the disclosure of information](#)

[Information statement](#)

[Ikon privacy statement \(Staff only\)](#)

[Manage student information in SIS Classic \(Staff only\)](#)

[Manage student files at your school \(Staff only\)](#)

[2024 WA Government Cyber Security policy](#)

[Western Australian Information Classification policy](#)

[WA Whole of Government Open Data policy](#)

## 7. Contact information

### Policy manager:

Director, Business and Customer Services

### Policy contact officer:

Principal, Consultant Information Privacy

## 8. History of changes

<b>Effective date</b>	12 November 2024
<b>Last update date Policy version no.</b>	1.0
<b>Notes</b>	New policy, endorsed by the Director General at the Corporate Executive meeting held on 11 September 2024. D24/0653005

## 9. More information

### Supporting content

#### Framework

[Privacy and Responsible Information Sharing Framework](#)

### Policy review date

12 November 2027

---