Student Information Collection Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact the Centre for Higher Education Studies at ches@education.vic.gov.au

Purpose

To provide guidelines and processes to support the Centre for Higher Education Studies and school community when collecting, storing, sharing and accessing student information.

Scope

This policy applies to any Centre for Higher Education staff who collect or access student information.

POLICY

Collection of information:

CHES collects student information to verify information received via a data transfer from the student's base school. The information is collected via these methods:

- Interactive PDF returned via email to ches@education.vic.gov.au

- Sensitive documents sent via email to ches@education.vic.gov.au

- Online form using Jotform Enterprise

Storage of information:

- All information collected via Jotform Enterprise is stored on cloud servers located within Australia.

- Once student information has been collected via Jotform Enterprise, the information will be downloaded, stored on the U drive on the school administration server and deleted from the Jotform Enterprise cloud servers.

- Once student information has been collected via email, the information will be downloaded and stored on the U drive on the school administration server and deleted from the ches@education.vic.gov.au email account.

- Some information, such as student name and email address, may be shared with our partner universities if the student is undertaking a HES subject.

Access to information:

- School executive and administration staff are the only staff with access to the ches@education.vic.gov.au email address.

- School executive and administration staff are the only staff with access to Jotform Enterprise. Jotform Enterprise uses single-sign-on with Microsoft 365 which mandates two-factor authentication and other conditional access policies for enhanced security.

- School executive and administration staff are the only staff with access to the U drive on the school administration server.

Destruction of Information:

- All information will be destroyed in accordance with information retention policies.

COMMUNICATIONS

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who collect or access student information
- Included in staff handbook/manual
- Located on the school website

FURTHER INFORMATION AND RESOURCES

On the Department's Policy and Advisory Library: PAL Privacy and Information Sharing

EVALUATION AND REVIEW

This policy will be reviewed annually by the school to confirm/enhance procedures.