

Confidentiality & Privacy Policy

National Quality Standard

5.1	Respectful and equitable relationships are maintained with each child.
5.1.2	The dignity and rights of every child are maintained

National Regulations

156	Relationships in groups
195	Application of Commonwealth Privacy Act 1998

Aim

Early childhood education and care services require personal information from families to provide appropriate and responsive care. This information needs to be maintained and managed by the education and care service in a private and confidential manner.

Medowie Gumnut Preschool will maintain private and confidential files for educators, children and their families. These records will be securely stored and maintained. The education and care service will maintain records according to the National Privacy Principles.

Who is affected by this Policy?

- * Management
- * Educators
- * Children
- * Families

Implementation

The Approved Provider will:

- Ensure that information collected from families, educators and the community is maintained in a private and confidential manner at all times.
- Ensure that such information is not divulged or communicated (directly or indirectly) to another person other than the ways outlined as appropriate in the Education and Care services National Regulations 2011, 181, which says information can be communicated:
 - To the extent necessary for the education, care or medical treatment of the child
 - To the parent of the child to whom the information relates (except for information in staff records)
 - To the regulatory authority or an authorised officer
 - As authorised, permitted or required to be given by or under any act or law
 - With written consent of the person who provided the information

The Nominated Supervisor will:

- Maintain up-to-date enrolment records, including information from families on immunisation updates, contact details of family members, emergency contact information and any medical or legal information required by the education and care service.
- Ensure that education and care service records, personnel records, CCB information and children's information is stored according to policy and remains private and confidential within the education and care environment at all times

Educators will:

- Maintain children's information and store documentation according to policy at all times.
- Not share information about the education and care service, management information, other educators or children and families, without written permission or legislative authority

Resources

- Office of the Australian Information Commissioner – www.privacy.gov.au
- Australian Legal Information Institute - www.austlii.edu.au
- Early Childhood Australia - www.earlychildhoodaustralia.org.au
- *Early Childhood Australia*: <http://www.earlychildhoodaustralia.org.au/>
- Education and Care Services National Regulations 2018
- Australian Human Rights Commission: <http://www.hreoc.gov.au>
- Privacy Act: <http://www.privacy.gov.au/law/act>
- The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Review

Last Reviewed: September 2018

Date for Next Review: September 2019