

7.2 MANAGEMENT OF PRIVACY & SENSITIVE INFORMATION

Policy No: 7.2

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INTRODUCTION

Commonwealth Privacy Act 1988, (Private sector) Act 2000, Health Records Act 2001.

Protection of privacy and the need for confidentiality is fundamental in providing a high quality childcare service.

PURPOSE

The service discloses personal and sensitive information to the service's employees, management and registered educators for the specific purpose of administration of education and care service for families. The service requires certain information be collected, in accordance with federal, state and local legislation that directly relates to the operation of a children's service.

Protection of privacy and the need for confidentiality is fundamental in providing a high quality childcare service.

PROCEDURE

1. For service operation the service will inform parents, educators, employee's and management the requirement to firstly collect information, how it will be used, stored and disposed of
2. The service will obtain parent/guardian permission before disclosing child's personal and sensitive information to a professional attending the service for the specific purpose of providing a service for a child. This includes Early Intervention Services, Health services relating to children, Family Support, Home Start, other childcare services and all programs under this services sponsorship
3. Personal information collected about children is regularly disclosed to their own parents or guardian. On occasion's information such as children's personal achievements, child portfolios and photos are displayed within the boundaries of registered Family Day Care educators service residence or venue care
4. Parents/Guardians, educators, employee's and management have the right to access personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where it would have an unreasonable impact on the privacy of others, where access may result in a breach of the service's duty of care to the individual or others
5. The service from time to time engages in fundraising activities. Information received may be used to make an appeal to you. The service will not disclose any personal information to third parties for their own marketing purposes without a persons consent or for any other reason than for the purpose in which it was collected
6. The service will provide a photocopy of relevant documents to those in the service as required by legislation guidelines. A copy of all documents will remain in the service

administration building and or archived in accordance with service policy. Access is limited to management and employee's and the boundaries of the service

7. When personal information of others is disclosed to the service the person providing such information is required to inform that person. This maybe but not limited to; emergency contacts, medical and dental practitioners
8. The service uses approved software for the storage of educator, family and children's information and for the purposes of administration of Child Care Benefit. The software has security access
9. The service uses other electronic forms of data collection i.e. I pads These devices have security passwords to protect information stored
10. The service takes all reasonable precautions to ensure personal information that is collected, used and disclosed is accurate, complete and up to-date. After the retention period paper copy will be shredded. Please ensure you inform the service of any changes to the information supplied
11. Under 16A of the Children and Young Persons (Care & Protection) Act 1998 the service can exchange information to other professional services upon request

SOURCE

- Commonwealth Privacy Act 1988, (Private sector) Act 2000, Health Records Act 2001
- Children and Young Persons (Care & Protection) Act 1998