

CONFIDENTIALITY AND PRIVACY POLICY

PURPOSE:

It is our aim that all staff and students will maintain confidentiality with respect to family issues and the individual development of any child enrolled at the centre.

BACKGROUND:

Education and Care Services National Regulations (181)-Confidentiality of records kept by approved provider. The approved provider of an education and care service must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than—

181 Confidentiality of records kept by approved provider

The approved provider of an education and care service must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than—

- (a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- (b) a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- (c) the Regulatory Authority or an authorised officer; or
- (d) as expressly authorised, permitted or required to be given by or under any Act or law; or
- (e) with the written consent of the person who provided the information.

This centre abides by the Education and Care Services National Regulations and the National Privacy Act 1988. Any information collected is used purely for the purpose of administration, communication, planning, programming and evaluation. Information may be disclosed to Department of Family and Community Services, Family Assistance Office and if requested by families other professional agencies. All information obtained will be handled sensitively and securely in accordance with the National Privacy Principles. When no longer required, information will be appropriately disposed of.

IMPLEMENTATION:

Staff at this centre acknowledge the absolute necessity for the maintenance of confidentiality in all aspects of care and record keeping. All enrolment information, personal and family details, medical and health records, incident forms, protective care records, children's individual programming and progress records while being readily available to respective families will be kept in a secure locality in order to ensure families confidentiality.

The developmental records and information gained from parents about their child are kept in folders in several locations in the centre. Some are stored in the office building programming area that can only be accessed by staff. Child individual educational records are also located on laptops throughout the service and are emailed to individual families at the end of each learning round. This information does not contain any confidential details regarding children.

PARENT PERMISSIONS TO DISPLAY INFORMATION

On enrolment families are asked to read and sign off on a Permission Form. In this form permission is sought for the use of children's photographs in our programming, newsletter, website, and Facebook Page:

- Allow staff to take videos (for display in Centre only)
- Allow staff to take children and family photos (for display at Centre and to use in children's online portfolios)
- Visiting students undertaking Practicum placement to take children and family photos (to be used outside the centre for personal assignments and class review)
- Allow PowerPoint photos and information about your child, child's room and daily program to be sent via email to families within the Centre
- Permission to display Food Deletion and Allergy name list and child's photo in kitchen and rooms (staff information)
- Display Daily Medication list (staff information)
- Display Risk Minimisation Room information
- Allow general photos/videos of activities to be displayed on the Elder Street ECHC information website and or Elder Street ECHC Facebook Page (this is a public page)
- To share children's progress records with Department of Education or any enrolling Schools (if requested)

Newsletters/Social Media/ Website/ Facebook Page.

If parent's do not give permission their child's photo will not be used in our Pedagogical Post (which is published on our centre website) and will not be used in any way on our social media page. Parents are also at any stage encouraged to communicate with the service of any change of decision regarding their child's image being used.

Reviewed:

10 June 2005
18 May 2006 by M Duffy-Fagan
October 2008 by M Duffy-Fagan and K Pomfrett
March 2013 by M Duffy-Fagan
April 2016 by K Pomfrett M Duffy-Fagan
September 2018 by K Pomfrett and M Duffy-Fagan
October 2020 K Pomfrett and M Duffy-Fagan
July 2021 K Pomfrett and B Creighton
August 2022 K Pomfrett, H Higgins
June 2023 K Hewat
July 2024 K Hewat, P Guy
June 2025 K Hewat, P Guy and M Duffy- Fagan

Source:

Centre Based and Mobile Child Care Regulations
(No2) 1996 Current version for 1 October 2020
National Privacy Act 1988
Children's Services Regulation 2004 Cl. 97, 98.
Quality Practices Guide NCAC 2005
Education and Care Services National Regulation 2011

