

33.1 Privacy and Confidentiality Procedure

Quality Area 7: LEADERSHIP AND MANAGEMENT

Standard 7.1.2 Management systems

PURPOSE

To preserve private and confidential files of the children, families, staff and visitors using the service. We aim to protect the privacy and confidentiality by ensuring continuous improvement on our current systems use, storage and disposal of records, ensuring that all records and information about individual children, families, educators and management are preserved in a secure place and are only retrieved by or released to people who need the information to fulfil their responsibilities at the service or have a legal obligation to distinguish.

The Privacy Act 1998 and National Privacy Principles and any relevant registered privacy codes govern the way we must manage your personal information. This policy demonstrates how we collect, use and disclose the personal information we collect during your interaction with Story House Early Learning.

SCOPE

This procedure applies to all children, educators, visitors and management of the service

IMPLEMENTATION

All service staff have access to private and confidential information and it is important that all are aware of the importance of maintaining this information in a respectful professional manner.

In regard to confidential information collected by the service, we will:

- Treat private and confidential information with respect in a professional manner
- Ensure personal information is protected in accordance with our obligations under the Privacy Act 1988 and Privacy amendments (Enhancing Privacy Protection) Act 2012
- Ensure all records and documents are maintained and stored in accordance with Education and Care Service National Regulations
- Not discuss individual children with people other than the family of that child, except for the purposes of curriculum planning or group management. Communication in other settings must be approved by the family beforehand
- Ensure that information shared with us by the family will be treated as confidential unless told otherwise such as notifying regarding a medical condition
- Maintain individual and service information and store documentation according to this policy at all times
- Not share information about the individual or service, management information, or other staff as per legislative authority
- Understand that a breach of this procedure is a breach of the *Code of Professional Conduct Procedure* which could lead to disciplinary action

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