

Privacy and Security Policy

Quality Area 2: Children's health and safety

Standard 2.1: Each child's health is promoted.

Standard 2.2: Healthy eating and physical activity are embedded in the program for children.

Standard 2.3: Each child is protected.

All records and documents must be maintained and kept accordance with Regulations 181 and 183 of the Education and Care Services National Regulations 2011.

- It is paramount that all information concerning each child is kept confidential.
- Basic details are collected on enrolment directly from families such as names, addresses, phone contacts but it is also necessary for staff to collect details regarding the child's name, date of birth, medical details, health, routines, likes and dislikes.
- The Service is required to hold information regarding each child's Child Care Benefit entitlements. This information is used for processing fees and allocating payments such as CCB and CCR. Some of the information collected is to satisfy the services legal obligations under the relevant childcare legislation. This information will be made available to DEEWR.
- Information as stated above will only be used by our Educators in order to deliver each child's care to the highest standards
- Information will not be disclosed to those not associated with the care of a child without the family's consent
- Families may seek access to the information held about their child and the service will provide access without undue delay. This access might be the inspection of their child's records or by providing copies of information. There will be no charge made for requesting this information
- The Service will ensure at all times that the details kept about each family are accurate, complete and up to date
- The Service will protect this information from misuse or loss and from unauthorised access or disclosure
- Staff members are committed to respect these principles at all times and maintain confidentiality
- If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent from the family and the Nominated Supervisor of the Service.

- The Service will ensure that any required disclosures of personal information are made on a 'need to know' basis and where applicable, on a confidential basis and in accordance with the provisions of the Education and Care Services National Regulations and may include Area Health or Child Protection 'Keep Them Safe'.
- Personal information is never traded, sold or leased by the Service to any external companies.
- All documentation concerning enrolment and personal details is to be kept in the locked filing cabinet in the office. This information is never to be shared with anyone except the Nominated Supervisor and the child's primary Educator, if relevant.
- Documentation of a child's learning will be shared with the family of the child but never discussed with others unless the Service has the prior approval of the family. This may include sharing it with other professionals who are working with the child and require the Service's perspective. (For example, a Speech Therapist) The information of any child is never to be discussed with, or compared with, any other child or parent.

This policy was made with consideration to Privacy Act 1988 (Commonwealth) and Education and Care Services National Regulations.

Policy review: November 2017