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| <b>Section:</b>       | Leadership and School Management             |                         |            |
| <b>Policy:</b>        | Privacy and Confidentiality Policy<br>ACECQA | <b>Policy Number</b>    | 7.1        |
| <b>Quality Area/s</b> | 7  | <b>Policy Linked to</b> |            |
| <b>Last Reviewed</b>  | Feb 2015; July 2016;<br>April 2023           | <b>Next review date</b> | April 2025 |
| <b>Modifications</b>  | Reviewed Policy                              |                         |            |

## INTRODUCTION

Karuna Montessori Preschool recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. Our Preschool requires personal information from families to provide appropriate and responsive care. This policy has been developed to comply with the Australian Privacy Principles (APPs) (2014) and pursues the highest standard in the protection and preservation of privacy and confidentiality.

## PURPOSE

We will:

- maintain private and confidential files for educators and staff, children and their families. We will develop systems for the appropriate use, storage and disposal of records.
- ensure the information in these files is used only for the education and care of the child enrolled in the service, and only shared with relevant or authorised people as defined within authorisations of the Education and Care Services National Regulations.

## STRATEGIES

Karuna Montessori Preschool aims to meet these goals through the adoption of this specific Privacy and Confidentiality policy and our Privacy Collection statement which will guide our practices in this area.

## ROLES AND RESPONSIBILITIES

The Approved Provider will:

### Collection of Information

- Ensure that each family, staff, volunteer, student and committee member is provided with a privacy collection statement upon enrolment, that includes details about how they can access their personal information, have this corrected as needed, and make a complaint about a breach of privacy, if one occurs.
- Ensure each staff member, committee member, volunteer and student's information are correct in personnel and other files. This includes information on qualifications, WWCC, criminal history checks, staff entitlements, contact and emergency information, health and immunisation information, and any relevant medical and legal information. This would include any other relevant information collected by the service.
- Ensure that information collected from families, educators, committee members and the community is always maintained in a private and confidential manner.
- 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, 181, which says information can be communicated:
  - o To the extent necessary for the education, care or medical treatment of the child;
  - o To the parent of the child to whom the information relates (except for information in staff records);
  - o To the regulatory authority or an authorised officer;
  - o As authorised, permitted or required to be given by or under any act or law; and
  - o With written consent of the person who provided the information.
- Ensure families are informed upon enrolment how images/photographs of their children will be used on the Internet and/or publications and gain written approval.
- Provide families with information on the Complaints and Feedback procedure if any privacy or confidentially procedure has been breached. Individuals can make a complaint to the Approved Provider if they believe there has been a breach of their privacy in relation to the Privacy principles. The breach will be assessed by the Approved Provider within 14 days. Where the information collected is incorrect, the information will be corrected. Where a serious breach of privacy is found, appropriate actions will be negotiated between the Approved Provider and the individual to resolve the situation.
- Will ensure information provided by families, staff and committee members is only used for the purpose it was collected for.

**The Nominated Supervisor will:**

- Ensure each family's information is correct in enrolment records. This includes information on immunisation updates, contact details of family and emergency contact information, children's developmental records, and any medical or legal information – such as family court documentation – required by our education and care service. This would include any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant information collected to support the enrolment of a child.
- Provide families with details on the collection of personal information collected. This information will include:
  - o The types of information collected by our education and care service;
  - o The purpose of collecting information;
  - o What types of information will be disclosed to the public or other agencies; and
  - o When and why disclosure may occur;
  - o How information is stored at the service;
  - o Approaches used to keep information secure;
  - o Who has access to the information;
  - o The right of the individual to view their personal information;
- Will ensure information provided by families and staff is only used for the purpose it was collected for.

**Storage of Information**

- Ensure that education and care service records, personnel records, financial information and children's and family's information is stored securely reducing the chance of unauthorised access, use or disclosure and that it always remains private and confidential within the education and care environment.

**Access to Information**

- Will ensure that information kept is not divulged or communicated, directly or indirectly, to anyone other than:
  - o Medical and developmental information that is required to adequately provide education and care for the child;
  - o The Department of Education, or an authorised officer; or
  - o As permitted or required by any Act or Law.
- Individuals will be allowed access to their personal information as requested. Individuals

must request this information in writing from the Nominated Supervisor. Authorised persons may request to view any information kept on their child.

- Information may be denied under the following conditions:
  - o Access to information could compromise the privacy of another individual;
  - o The request for information is frivolous or vexatious; and
  - o The information relates to legal issues, or there are legal reasons not to divulge the information such as in cases of custody and legal guardianship.

**Educators will:**

- Always maintain children’s information and store documentation according to policy.
- Not share information about the education and care service, management information, other educators or children and families, without written permission or legislative authority.
- In keeping with the Early Childhood Australia (ECA) Code of Ethics (2008), the Education and Care Services National Regulations and the Privacy Legislation, educators and staff employed by Karuna Montessori Preschool, are bound to respect the privacy rights of children enrolled and their families; educators and staff and their families and any other persons associated with the service. All Karuna Montessori Preschool staff employment contracts include a confidentiality clause relating to the privacy and confidentiality of information.

**MONITORING, EVALUATION AND REVIEW**

All information pertaining to the education and care service, educators and families is maintained in a private and confidential manner in accordance with the Commonwealth Privacy Act 1988 and the Education and Care Services National Regulations