

## Forest Hill Community Preschool Inc. Policies and Procedures

### CONFIDENTIALITY – QUALITY AREA 7 LEADERSHIP AND SERVICE MANAGEMENT

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Education and Care Services National Regulations 2011: regulation 181  
Link to National Quality Standard 7.3.5

#### INTRODUCTION:

Forest Hill community Preschool recognizes and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. This policy has been developed with regard to the *Information Protection Principles (2003)* and pursues the highest standard in the protection and preservation of privacy and confidentiality.

#### GOALS:

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 authorized people as defined with authorisations of the *Education and Care Services National Regulations 2011*.

#### STRATEGIES

##### COLLECTION OF INFORMATION:

For Forest Hill community Preschool to be able to meet the needs of each child, family, educator and staff member information must be collected and maintained.

The Nominated Supervisor/Director will provide families with details on the collection of personal information and will ensure information provided by families and staff is only used for the purpose it was collected for.

This information will include:

- The types of information collected by the Preschool
- The purpose of collecting the information
- What types of information will be disclosed to the public or other agencies and when and why disclosure may occur.
- How information is stored and who has access to the information
- The right of the individual to view their personal information
- The length of time information needs to be archived and how it is disposed.

*The National Regulations do not specify how often policies should be reviewed but Policies should be looked at and reviewed as regulations/ legislation or circumstances change or arise and kept in line with changes in the industry or Preschool, and with current research and contemporary views on best practice. We acknowledge Community Child Care Cooperative for use of their example policies to develop our services policies.*

**Date Adopted: 2<sup>nd</sup> August 2000**

**Date Reviewed: July 2013**

**Due for Review: July 2014**

**Date Amended:**

### STORAGE OF INFORMATION:

The nominated Supervisor/Director will ensure that all personal information is stored securely reducing the chance of unauthorized access, use or disclosure. Files are kept in the office or archived in boxes in the back store room

### ACCESS TO INFORMATION:

The Nominated supervisor/Director will ensure that information kept is not divulged or communicated, directly or indirectly to anyone other than

- Medical and developmental information that is required to adequately provide education and care for the child
- The Department of Education and Communities or an authorized officer
- As permitted or required by any act or law

Individuals will be allowed to access their personal information when they request it. Authorised persons may request to view any information kept on their child

Information may be denied under the following conditions:

- Access to information could compromise the privacy of another individual
- The request for information is frivolous or vexatious
- The information relates to legal issues or there are legal reasons not to divulge the information as in a custody case.

### MAINTAINING INFORMATION

The Nominated supervisor/Director is responsible for keeping all service records required *Education and care services National Regulations 2011* under the. Information will be updated regularly.

In keeping with the *Early Childhood Australia Code of Ethics (2008)*, the *Education and care services National Regulations 2011* and the *Privacy Legislation*, educators and staff employed by Forest Hill Community 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. Educators and Committee members will sign a Confidentiality statement as it relates to privacy and confidentiality.

### EVALUATION:

All information related to Forest Hill Community Preschool, the staff the families and children will be maintained in a private and confidential manner.

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**Due for Review: July 2014**

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## FOREST HILL COMMUNITY PRESCHOOL INC PRIVACY POLICY

### AIM:

To protect the privacy of personal and sensitive information collected by our service and the need for confidentiality that is a fundamental for Forest Hill Community Preschool in providing a quality service. Forest Hill community Preschool complies with the Privacy Act 1988-Privacy Amendments (Private sector Act 2000. Forest Hill Community Preschool follows the standards of the National Privacy principals to regulate the way in which our service manages personal and sensitive information. Forest Hill Preschool requires certain information to comply with regulatory framework and licencing.

Forest Hill Preschool's "Privacy- Information Management Statement" is available on the Preschool's website and in the Policy Folder.

### COLLECTING INFORMATION:

Personal information must only be collected and used specifically for the purpose of the organization's function. Personal information should be collected in a fair and unobtrusive way.

Persons providing the information should be given appropriate access to their information and be advised about the purpose for the collection of the information.

Collection of information is limited to only the amount of information that is necessary for the Preschool's activities. It is generally only collected with the consent of the individual.

The primary purpose for collecting information is to enable Forest Hill Community Preschool, to provide your child with an individually appropriate program that is educational, stimulating, nurturing and safe.

### USE AND DISCLOSURE:

Personal information – disclosure of information should only be for the purpose it was collected. This is with limited exceptions and can only be used for a secondary purpose when it relates specifically to the primary purpose of the collection of the information.

Sensitive information- can only be used when information consent is obtained at the time the information was collected

Forest Hill Community Preschool discloses personal and sensitive information to the Preschool's staff for the specific purpose of administration and education of your child.

Forest Hill Community Preschool will obtain parent/guardian permission before disclosing a child's personal and sensitive information to a professional attending our service for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, doctors, counselors and this principal will also apply to TAFE and university students.

Personal information collected about children is disclosed to their own parents /guardians when requested. Information such as child's personal achievements, daily reflections and participation in the program and photos may be displayed in the Preschool room or day book/programming table.

Forest Hill Community Preschool will include your child's details including emergency contact detail necessary for emergency evacuation procedures in a folder marked confidential and access limited to staff or emergency service personnel.

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**Date Reviewed: July 2013**

**Due for Review: July 2014**

**Date Amended:**

## DATA QUALITY

Forest Hill Community Preschool takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up to date. However the accuracy of the information depends to a large extent on the information that is provided by individuals.

Parents/Guardians are required to advise the Preschool of any changes that may affect the initial information provided eg change of phone numbers/address/income

## DATA SECURITY

Forest Hill Community Preschool will protect personal information from misuse, loss, change, and unauthorized access/disclosure and ensure it is stored in accordance with regulations

## OPENNESS ACCESS AND CORRECTION

Parents/Guardians and children may seek access to the personal information collected about themselves or their child. However there may be occasions when access is denied where access would have an unreasonable impact on the privacy of others or access would breach the Preschool's duty of care or where children have provided the information in confidence.

## IDENTIFIERS

Forest Hill Community Preschool recognizes that government identifiers such as Medicare numbers shall only be used for the purpose for which it was issued.

## TRANSFER DATA FLOWS

Forest Hill Community Preschool does not transfer personal information outside of Australia

## SENSITIVE INFORMATION

Forest Hill Community Preschool respects the rights of individual's sensitive information and a higher level of privacy protection applies to sensitive information. Sensitive information relates to information about an individual's religious beliefs, racial or ethnic origin, philosophical beliefs, political opinions, membership of a political association, membership of a union, sexual preferences or practices, or health information. Sensitive information can only be collected with an individual's consent to do so and only used when informed consent is obtained at the time the information was collected.

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**Date Reviewed: July 2013**

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## FOREST HILL COMMUNITY PRESCHOOL PRIVACY INFORMATION MANAGEMENT STATEMENT

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

- The primary purpose of Forest Hill Community Preschool is to collect relevant and necessary information to provide your child with an individually developmentally appropriate program that is educational nurturing and safe.
- Forest Hill Community Preschool requires certain information be collected in accordance with National regulations and licencing laws and in accordance with the administration of child care benefits, fee relief and regulations or legislation that directly relates to the operation of the Preschool.
- Forest Hill Community Preschool discloses personal and sensitive information to the Preschool's staff for the specific purpose of administration and education of your child.
- Forest Hill Community Preschool will obtain parent/guardian permission before disclosing a child's personal and sensitive information to a professional attending our service for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, doctors, counselors and this principal will also apply to TAFE and university students.
- Personal information collected about children is disclosed to their own parents /guardians when requested. Information such as child's personal achievements, daily reflections and participation in the program and photos may be displayed in the Preschool room or day book/programming table. Parental/Guardian permission for the use of photos for advertising or on our web site is on the enrolment form
- Forest Hill Community Preschool will include your child's details including emergency contact detail necessary for emergency evacuation procedures in a folder marked confidential and access limited to staff or emergency service personnel.
- Forest Hill community Preschool takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate up to date and complete. Parents/Guardians are to inform the Preschool of any changes to the information provided.

*The National Regulations do not specify how often policies should be reviewed but Policies should be looked at and reviewed as regulations/ legislation or circumstances change or arise and kept in line with changes in the industry or Preschool, and with current research and contemporary views on best practice. We acknowledge Community Child Care Cooperative for use of their example policies to develop our services policies.*

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