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PRIVACY ONLINE

Quality Area

Links to Education and Care Services National Regulations:

Links to National Quality Standards/Elements:

INTRODUCTION:

Websites and social media sites can provide information to potential clients on what organisations offer. A website maintained by the education and care service can support families to make informed decisions about education and care and find out more about if a particular education and care service will suit their requirements. Families are also able to gain contact information or request further information through emails. Social media may be utilised to support enrolled families to communicate and share information.

GOALS:

The education and care services website is maintained to inform families about the activities and the services provided by the organisation. The education and care service respects the privacy of educators, children and families. The service seeks to keep all records private and confidential and maintains records according to the *National Privacy Principles* and the *Education and Care Services National Regulations.* The education and care service develops guidelines with educators in regard to social media participation connected with their work as early childhood educators.

STRATEGIES

**The Nominated Supervisor will:**

* Ensure that no confidential information can be gained from the education and care services website. Individuals and services are not obligated to give personal information through the website. However, if an individual chooses to provide information to service via email, that information will remain confidential.
* Ensure that the information gained via email can only be used by administration staff or management to contact a person, offer or send information about the service and to request feedback on the website of the education and care service.
* Ensure that information gained about users from the website will only be used for statistical research for the education and care service to ascertain future development of the website. This information will not be available to any other organisations:
* **IP address, the date and time of the visit**
* **Pages accessed and documents download on this site**
* **Search terms used**
* **Previous site visited**
* **Network providers name**
* **Any cookies that the browser has presented to the server**
* **The browser, operating systems and various plugins that were used in visiting the sites**
* Encourage families and educators to give feedback on the website and how it can be improved to meet the needs of the community.
* Develop guidelines for educators regarding their participation with families currently connected with their education and care services on social media sites such as Facebook.

**Educators will:**

* Follow guidelines for educators regarding their participation with families currently connected with the education and care service on social media sites such as Facebook.

EVALUATION

The education and care services website is an information resource available to prospective families as well as current families and educators abides by current legislation. The privacy and protection of children, families and educators is not compromised by participation on social media sites.