

Date of review (as specified within the policy) based on the date of ratification

1. Purpose

My Place Family Day Care is committed to having processes in place to ensure the privacy, confidentiality and secure storage and disposal of all records including staff, Educators, families and children's personal and prescribed records and information kept on the Educator and Staff registers and are not shared with unauthorised persons.

2. Scope

This policy applies to the Nominated Supervisors, Coordinators, Educators, Educator Assistants, parents and children.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child.**

Educator: A suitably qualified person who is registered with the Service

4. Policy

My Place Family Day Care recognises that confidentiality is the process by which the right to privacy is protected. It is an integral principle of the Service. In order to protect children and better provide its services, the Service seeks and deals with personal and sensitive information relating to families, children and others.

4.1 Confidentiality

All persons engaged by the Service must ensure that information regarding children and families in care, Educators and their families, as well as staff members is only discussed with persons authorised to access that information.

4.1.1 Compliance with the Privacy Act

This Service complies with the Privacy Principles under the Privacy Act, 2000.

4.1.2 Information Sought

The Service respects the privacy of all individuals and seeks only information which it needs for these purposes and handles that information with confidentiality and sensitivity and in keeping with legal requirements.

The Service will only gather the information it needs in order to provide its services and protect and care for children, Educators and Staff

4.2 Access to Records

Written information concerning the child or the child's family, and the Educator or the Educator's family will be kept separately.

This information can be accessed only by the Parent or Educator to whom the records relate, the Service staff, Any other ICH staff member or contractor deemed both suitable and appropriate by the Board of Directors, and where necessary and as required by law, the appropriate Queensland Regulatory Authority and relevant Commonwealth Departments and other governing authorities.

4.4 Retention and Disposal of Information/Records

The Service staff and Educators will protect the rights of the individual's privacy by ensuring that information collected is stored securely in a lockable filing cabinet or password protected computer.

In the event of an Educator leaving the Service, they will, within 5 working days, return the Service's policies and procedures, USB, printed forms and all information pertaining to the children for which they have provided education and care including enrolment forms, family detail reports and the assessment of learning documents.

All records will be destroyed after the mandatory period of retention as required by legislation. When confidential material is to be disposed of it will be done so, ensuring the information is irretrievable, i.e. shredding.

4.5 Registers to be kept

The Service will keep an Educator and Staff register as prescribed by the Education and Care Services National Regulations 2011.

The Service's Nominated Supervisors and Administrative Staff will ensure the registers are up to date and changes to any aspects included within 14 days of the change.

Information contained in the register will be kept for three years after a staff member or Educator leaves the Service.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

10.1 Governance and Management Policy

Procedures

10.6 Confidentiality and Privacy
10.7 Record Management and Storage
10.8 Register Management
10.9 Notifications

References

Education and Care Service National Regulations 2011,
R.181 Confidentiality of records kept by the approved provider
R.182 Confidentiality of records kept by the FDC educator
R.183 Storage of records and other documents
R.177 Prescribed records and other documents to be kept by approved provider
R.178 Prescribed records and other documents to be kept by FDC educator
R.179 FDC educator to provide documents on leaving service
R.168 (2) (l) Education and Care service must have policies and procedures
R.169 (c) Additional policies and procedures – FDC Service

Australian Government, Office of the Australian Information Commissioner, Privacy Act 1988
retrieved 30th October 2019 from <https://www.oaic.gov.au/privacy/the-privacy-act/>

Australian Privacy Principles update July 2019, retrieved 30th October 2019 from:
<https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles/>

ACECQA, Guide to the National Quality Framework, 2018, Chapter 2 The National Quality Standards, Quality Standards: Quality Area 7: Governance and Leadership – 7.1

Governance – Governance supports the operation of a quality service:

7.1.2 Management systems: Systems are in place to manage risk and enable the effective management and operation of a quality service