

Privacy and Confidentiality



Policy

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

Background

Janelle Street Centre recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. Janelle Street Centre 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.

Practices

Collection of Information

Janelle Street Centre will:

- Ensure that each family is aware of our privacy collection statement (available on the website) 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 educator, board member, volunteer and student information is 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.
- Ensure that information collected from families, educators, committee members and the community is maintained in a private and confidential manner at all times.
- 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:
 - To the extent necessary for the education, care or medical treatment of the child;
 - To the parent of the child to whom the information relates (except for information in staff records);
 - To the regulatory authority or an authorised officer;
 - As authorised, permitted or required to be given by or under any act or law;
 - And 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.
- Provide families with information on the Complaints and Feedback procedure if any privacy or confidentiality procedure has been breached. Note that individuals can make a complaint to Janelle Street Centre if they believe there has been a breach of their privacy in relation to the Privacy principles. The breach will be assessed by Janelle Street Centre 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 Janelle Street Centre and the individual to resolve the situation, in line with the Complaints and Feedback procedure.

- Ensure information provided by families, staff and committee members is only used for the purpose for which it was collected.

The Responsible Person will:

- Ensure each family's information is correct in enrolment records. This includes information on immunisation updates, income and financial details (credit card or bank information), contact details of family and emergency contact information, children's developmental records, Family Assistance information, and any medical or legal information – such as family court documentation - required by Janelle Street Centre. 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:
 - The purpose of collecting information;
 - What types of information will be disclosed to the public or other agencies;
 - When and why disclosure may occur;
 - How information is stored at the service;
 - Approaches used to keep information secure;
 - 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 information is disposed.
- Ensure information provided by families and staff is only used for the purpose for which it was collected.
- Ensure that education and care service records, personnel records, CCS information and children's and families' information is stored securely reducing the chance of unauthorised access, use or disclosure and remains private and confidential within the education and care environment at all times.

Access to Information

Janelle Street Centre 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 authorised officer;
- Or 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:

- Access to information could compromise the privacy of another individual;
- The request for information is frivolous or vexatious; and
- 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:

- Maintain children's information and store documentation according to policy at all times.
- 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 Janelle Street Centre 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 will sign a Confidentiality Statement as it relates to privacy and confidentiality of information.

Breach of this statement may result in instant dismissal.

Evaluation

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

Sources

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations
- Children and Young Persons (Care and Protection) Act 1998
- Australian Privacy Principles – www.oaic.gov.au (accessed February 27, 2023)
- Office of the Australian Information Commissioner – www.oaic.gov.au (accessed February 27, 2023)
- Privacy Act 1988 (Privacy Act) – www.oaic.gov.au/privacy/the-privacy-act (accessed February 27, 2023)
- Early Childhood Australia – www.earlychildhoodaustralia.org.au (accessed February 27, 2023)

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