

## ***Corporate Policy***

<b>Policy:</b>	<b>PSK7.8 Privacy &amp; Confidentiality Policy</b>	Version no.:	3.3
<b>Quality area:</b>	<b>Quality Area 7: Leadership and Service Arrangement</b>	Date approved:	Nov 2023
Scope of policy:	Preschools	Next review:	Nov 2025
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## Policy statement

Open communication between home and the Preschool is encouraged to ensure that the individual needs of the children are met and that the Preschool is operating smoothly and effectively. This information however, including records relating to individual children and families, is confidential and practices will be put in place to ensure the privacy of all using the service.

## Policy

- Privacy & Confidentiality will be maintained at all times by the licensee, educators, staff, practicum students, work experience students, volunteers and visitors.
- Students and volunteers will be required to sign a Privacy and Confidentiality Form prior to their commencement date.
- Privacy & Confidentiality will be maintained in relation to:
  - Staff and their families
  - Children enrolled at the Preschool
  - Families of children enrolled at the Preschool
  - Records kept at the Preschool concerning staff, children and their family.
- Records relating to a child must remain confidential, and are accessible only to:
  - The licensee and Director
  - Individual staff members authorised to access the records
  - An Authorised Officer
  - The parents/guardians of the child
  - The Director-General of the Department of Community Services
  - A person otherwise authorised by law to inspect the records
  - Any person who is authorised in writing, by the child's parents/guardians, to inspect the records
- No information obtained by staff will be provided to another individual or organisation without written permission from the parent/guardian except for the purposes of Chapter 16A in the *Children and Young Persons (Care and Protection) Act 1998*. This act allows freer exchange of information between "prescribed bodies" (government agencies and non-government organisations) relating to a child's or young person's safety, welfare or wellbeing. Full details of this act are in the Keep them Safe Fact sheet attached to the child protection policy.
- All records deemed confidential, will be kept in a locked area.
- If a student has a valid training requirement, that involves the gathering of certain information pertaining to your child or family, the student must have written consent from the parent/guardian and the Approved Provider/ Nominated Supervisor and access information only under strict supervision from an educator.

### *In relation to photos or videos of the children*

Families will be asked to give permission for their child/children to be photographed or videoed for use only by The Shepherd Centre for promotion or service documentation. The family's decision to be/not be photographed will be respected.

These photos/images will be stored on The Shepherd Centre's equipment, moving only for printing publication purposes for TSC promotional material or information. Should an external promotion require the use of any images, then families would be notified in advance and separate permission sought before any images are released.

## Statutory Legislation & Considerations

Education and Care Services National Law Act 2010

Education and Care Services Regulations 2018: Part 4.7 (168), (181-184)

Children and Young Persons (Care and Protection) Act 1998 No 157

Privacy Act 1988

Privacy and Personal information Protection Act 1998

## Links to National Quality Standard

National Quality area 7 Governance and Leadership	
<b>7.1.2</b>	Systems are in place to manage risk and enable effective management and operations
<b>7.1.3</b>	Roles and responsibilities are clearly defined, understood and support effective operations

## Links to Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture.
Standard 2	Children participate in decisions affecting them and are taken seriously.
Standard 3	Families and communities are involved and informed.
Standard 5	People working with children are suitable and supported.
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 8	Physical and online environments minimise the opportunity for abuse to occur.
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved.
Standard 10	Policies and procedures document how the organisation is child safe.

## Sources

National Quality Standards 2018

ACECQA

NSW Department of Education

Privacy Act 1988

Privacy and Personal information Protection Act 1998