



Written By

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Aim

Bermagui Preschool recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. This policy has been developed regarding the *Information Protection Principles (IPPs)* and pursues the highest standard in the protection and preservation of privacy and confidentiality.

Goals

Bermagui Preschool 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 authorised people as defined within authorisations of the Education and Care Services National Regulations.

Strategies

Collection of Information

For Bermagui 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 will provide families with details on the collection of personal information.

This information will include:

- The types of information collected by the education and care service
- The purpose of collecting 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 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

How information is disposed

The Nominated Supervisor will ensure information provided by families and staff is only used for the purpose it was collected for. Records to be destroyed at designated dates will be shredded and destroyed.

Storage of Information

The Nominated Supervisor will ensure that all personal information is stored securely in accordance with Education and Care Services National Regulations and Education and Care Services National Law Act, reducing the chance of unauthorised access, use or disclosure.

Access to Information

The Nominated Supervisor will ensure that information kept is not divulged or communicated, directly or indirectly, to anyone other than:

- Staff requiring medical and developmental information to adequately provide education and care for the child, or
- The Department of Education, an authorised officer, or as permitted or required by any Act or Law.

Individuals will be allowed access to 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 such as in cases of custody and legal guardianship.

Maintaining Information

- The Nominated Supervisor is responsible for keeping all service records required under the Education and Care National Regulations. Information will be updated regularly. All information related to the service, the staff and families will be maintained in a private and confidential manner.
- In keeping with the Early Childhood Australia (ECA) Code of Ethics, the Education and Care Services National Regulations and the Privacy Legislation, educators and staff employed by Bermagui 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 will sign a Confidentiality Agreement as it relates to privacy and confidentiality of information.
- Any breaches in confidentiality will be met with disciplinary action.

Relevant Legislation

Education and Care Services National Regulations.
National Quality Standard

Resources & References

Education and Care National Regulations
The National Quality Standard
Being, Belonging and Becoming: The Early Years Framework for Australia
Early Childhood Australia's Code of Ethics
Information Privacy Commission – New South Wales <https://www.ipc.nsw.gov.au/>
Early Childhood Australia - www.earlychildhoodaustralia.org.au

Relevant Documentation

7.03 Confidentiality Agreement
This policy will be provided as part of Bermagui Preschool Induction Procedure.
It is available in the Policies and Procedures Folder and on the Preschool website.

Date Adopted:

December 2023

Review Date:

December 2026