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PRIVACY AND CONFIDENTIALITY STATEMENT

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

<i>Document number:</i>	QA7-P4	<i>Version:</i>	3
<i>Date of issue:</i>	June 2013	<i>Contact:</i>	Reesha Stefek
<i>Date of review:</i>	June 2016		
<i>Updated:</i>	August 2018		

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
168	Education and care services must have policies and procedures
181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

Introduction

Woden Early Childhood Centre (WECC) requires personal information from families in order to provide appropriate and responsive education and care. This information needs to be maintained and managed by WECC in a private and confidential manner.

Scope

This policy applies to children, families, staff, management and visitors of the Service.

Goals – What are we aiming to do?

WECC will maintain private and confidential files for staff, children and their families. These records will be securely stored and maintained. WECC will maintain records according to the Australian Privacy Principles.

Strategies – How will it be done?

WECC defines the aim of this statement through specific privacy and confidentiality policies. These are:

- *Privacy and Confidentiality* policy
- *Privacy Online* policy

These individual policies will guide practices within WECC.

The Nominated Supervisor or Director will:

- ensure that information collected from families, staff 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 in the way outlined as appropriate in the *Education and Care Services National Regulations 2011*: 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
 - with written consent of the person who provided the information
- maintain up-to-date enrolment records, including information from families on immunisation updates, contact details of family members, emergency contact information and any medical, financial or legal information required by WECC
- ensure that WECC's records, personnel records, Child Care Subsidy (CCS) information and children's information is stored according to policy and remains private and confidential within the education and care environment at all times.

Educators will:

- maintain children's information and store documentation according to the relevant policy at all times
- not share information about WECC, management, other staff or children and families, without written permission or legislative authority

Evaluation

All information pertaining to the education and care service, staff 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 2011*.

Related policies /documents

- *Child protection*
- *Code of conduct*

- *Confidentiality*
- *Enrolment, orientation and termination*
- *Medication administration*
- *Medication and health statement*
- *Privacy*
- *Privacy online*

Statutory legislation and considerations

- Privacy Act 1988 – <https://www.oaic.gov.au>
- Privacy Amendment Private Sector Act 2000
- Privacy and Personal Information Protection Act 1998
- Children and Young Persons (Care and Protection) Act 1998

Sources and references

- Australian Privacy Principles – <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>
- Office of the Australian Information Commissioner – www.oaic.gov.au
- Australian Legal Information Institute – www.austlii.edu.au
- Early Childhood Australia – www.earlychildhoodaustralia.org.au
- ECA Code of Ethics

Authorisation

Meng Wang
President
2018-19 WECC Management Committee