

CONFIDENTIALITY

POLICY

Building Futures Care Family Day Care is obligated by law, service agreements and licensing requirements to comply with privacy and health records legislation when collecting personal and health information about individuals. This policy will apply to all key stakeholders including the Approved provider, nominated supervisor, educational leader, coordinators, educators, staff, students on placement, volunteers, parents/guardian, children and others attending the service. The responsible collection and handling of personal information, including photos, videos and health information is paramount to maintain the confidentiality of all stakeholders within the service.

PROCEDURE

Approved Providers and coordinators are responsible for:

- Monitoring, maintaining and storing all legislated and required records securely and confidentially for the appropriate timeframes in accordance with current regulations.
- Ensuring that information collected is not divulged or communicated, directly or indirectly, to any unauthorised person.
- Ensuring that any photographs of children are used appropriately.
- Respecting family's requests for their child's photograph not to be taken or used – signed authority is required prior to publishing photos or children's work.

Educators are responsible for:

- Maintaining records of all enrolled children.
- Providing adequate and appropriate secure storage for personal information collected by the service.
- Monitoring, maintaining and storing all legislated and required records confidentially and for the appropriate timeframes in accordance with current regulations.
- Ensuring that information collected is not divulged or communicated, directly or indirectly, to any person not authorised.
- Ensuring families understand that information they provide may be requested and/or viewed by representatives of Regulatory Authority or family day care scheme during an accreditation or inspection visit to ensure compliance.
- Respecting family's choices about their child being photographed or videoed, and children's choices about being photographed or videoed.
- Ensuring that any sensitive information relating to a child is communicated with the family confidentially and in private.
- Ensuring students remove any identifiers from children's records or prior to using these images.

Families are required to:

- Ensure documentation/authorisations are completed and signed.
- Ensure all records are completed (attendance/medication etc).

- Ensure any changes to children's information or status is communicated promptly to the educator or approved provider.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

National Quality Standards

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (168, 177, 178, 181, 182, 183)

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