

## **CONFIDENTIALITY AND PRIVACY POLICY**

### **PURPOSE:**

It is our aim that all staff and students will maintain confidentiality with respect to family issues and the individual development of any child enrolled at the centre.

### **IMPLEMENTATION:**

Staff at this centre acknowledge the absolute necessity for the maintenance of confidentiality in all aspects of care and record keeping. All enrolment information, personal and family details, medical and health records, incident forms, protective care records and children's individual programming and progress records while being readily available to respective families will be kept in a secure locality in order to ensure families confidentiality. The developmental records and information gained from parents about their child are kept in folders in several locations in the centre. Some are stored in the office building programming area that can only be accessed by staff. The other area is a lockable filing cabinet in the main centre.

This centre abides by the National Privacy Act 1988. Any information collected is used purely for the purpose of administration, communication, planning, programming and evaluation. Information may be disclosed to NSW Department of Community Services, Family Assistance Office, the Commonwealth Department of Family and Community Services and if requested by families other professional agencies. All information obtained will be handled sensitively and securely in accordance with the National Privacy Principles. When no longer required, information will be appropriately disposed of.

Reviewed:	10 June 2005
Reviewed:	18 May 2006 by M Duffy-Fagan
Source:	Centre Based and Mobile Child Care Regulations (No2) 1996 National Privacy Act 1988 Children's Services Regulation 2004 Cl. 97, 98. Quality Practices Guide NCAC 2005