

CONFIDENTIALITY POLICY

RATIONALE:

Confidentiality is the process by which the right to privacy is protected and is an integral principle within the Clarence Family Day Care scheme.

The practice of confidentiality relates to the accessibility, retention, security and destruction of written records and information as well as the care and consideration in the management of verbal information.

All scheme stakeholders have a responsibility to comply with the Privacy Act governing the use and release of personal information.

Some information which is required to be collected can be deemed as sensitive and will be kept confidential.

PROCEDURES:

1. Records containing sensitive details must be securely maintained as individual records and when records are disposed of, they will be properly shredded or destroyed.
2. Confidentiality will be exercised as a standard approach when implementing any adopted policies and procedures. While promoting the principles of effective communication and full information to participants, details of a personal nature will be treated by this scheme's staff and educators as strictly confidential.
3. Written information collected by the co-ordination unit concerning the child or the child's family, and the educator or the educator's family, will be kept in lockable/secure storage facilities. This information can be accessed only by the parent or educator to whom the records relate, the coordination unit staff, and where necessary, the appropriate office of NSW Department of Education and Communities and relevant commonwealth departments.
4. Verbal information in relation to all stakeholders will be discreetly handled.
5. Management committee meeting minutes are available for scrutiny of association members only, or by written application to the management committee stating reasons for the application.
6. Staff and members of the management committee will be required to sign a confidentiality agreement before commencing as staff person or committee member, and will maintain confidentiality at all times.
7. Educators agree to maintain confidentiality in the Educator Agreement which they must sign before commencement as a Family Day Care educator and again each year prior to their re-registration.
8. Failure to adhere to the Confidentiality Policy may result in the process to remove the educator's name from the register or in disciplinary action if a staff member or committee member failed in their duty to comply with this policy.
9. All staff and educators will complete confidentiality orientation training while on probation.

This policy needs to be read in conjunction with the Records Management Policy

Source: *Australian Federal Privacy Act 1998*