

CONFIDENTIALITY

Settlers Farm OSHC Service protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, educators and management are kept in a secure place and are accessed by or disclosed only to those people who need the information to fulfil their responsibilities at the service or have a legal right to know.

Procedure:

- We will comply with the National Privacy Principles under the Privacy Act 1988 in handling personal information.
- The Director has discretion as to who should have access to confidential information.
- We will not disclose personal information about a member of any family that uses the service other than DEDE unless the disclosure is legally required and/or with family consent.
- Personal information must be securely stored and peoples personal details must not be discussed other than for the purpose of conducting the service.
- Information will only be given to the custodial parent that relates to their child/ren when requested and appropriate or required by law.
- Information about employees will be accessed only by the Director, the individual employee concerned, an authorised member of the Advisory Committee, or the Governing Council.
- All matters discussed at committee meetings must be treated as confidential.
- Confidential conversations will be conducted quietly and away from others.

NATIONAL QUALITY STANDARD

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 defined 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	
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
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Policy reviewed	Previous modifications	Next review date
14/05/2021	NO CHANGES	2022