# **CONFIDENTIALITY POLICY**

POLICY STATEMENT:

Macgregor Primary Outside School Hours Care will make every effort to protect the privacy and confidentiality of all individuals associated with Macgregor Primary Outside School Hours Care, in strict accordance with the Education and Care Services National Law and Regulations. All records and information about individual Children, Families, Educators, Staff, and Management will be kept in a safe and secure place and are not divulged or communicated, directly or indirectly, to another person other than:

* To the extent necessary for the education and care of the child
* To the extent necessary for signing in and out of the child
* To the extent necessary for medical treatment of the child
* To a parent/guardian of the child to whom the information relates
* To the Regulatory Authority or an authorised officer as expressly authorised, permitted, or required under the Education and Care Services National Law and Regulations
* With the written consent of the person who provided the information

## PROCEDURES:

COLLECTION OF PERSONAL INFORMATION

Before collecting personal information, Macgregor Primary Outside School Hours Care will inform individuals of the following, in accordance with the Education and Care Services National Regulations:

* The purpose for collecting the information.
* What types of information will be disclosed to the public or other organisations.
* When disclosure will happen
* Why disclosure needs to occur.
* How information is stored
* The strategies used to keep information secure.
* Who has access to the information.
* The right of the individual to view their personal information.
* The length of time information needs to be retained.
* How information will be disposed of.

All information regarding the children and their families attending Macgregor Primary Outside School Hours Care is to be used solely for the purposes of providing Education and Care and meeting the administration requirements of operating Macgregor Primary Outside School Hours Care.

All information regarding any child/family enrolled in Macgregor Primary Outside School Hours Care will only be accessible to authorised persons. The Approved Provider and the Nominated Supervisor will determine who is authorised to access records.

RETENTION AND STORAGE OF RECORDS

Macgregor Primary Outside School Hours Care will ensure that documents set out in the Education and Care Services National Regulations are kept in a safe and secure place for the length of time outlined in Regulation 183.

The Approved Provider will develop a practice in relation to the retention and disposal of records.

In the event that approval of Macgregor Primary Outside School Hours Care is transferred, the requirements of Regulation 184 will be followed.

DISCLOSURE OF INFORMATION

Personal information regarding the children and their families is not to be discussed with anyone outside Macgregor Primary Outside School Hours Care, except in the circumstances outlined in Regulation 181.

Parents/guardians may seek access to the personal information collected about them and their child by contacting the Nominated Supervisor at Macgregor Primary Outside School Hours Care. Children may also seek access to personal information about themselves. However, access may be denied where access would impact the privacy of others, where access may result in a breach of Macgregor Primary Outside School Hours Care’s duty of care to the child, or where the child has provided information in confidence.

Lists of children's or parents/guardians' names, emails, and phone numbers are deemed confidential and are not for public viewing, and will not be issued to any other person or organisation without written consent.

No personal information regarding a Staff member is to be given to anyone without his/her written permission.

DOMESTIC VIOLENCE LEAVE

* Macgregor Primary Outside School Hours Care will comply with applicable laws and policies related to domestic violence leave, as stated in the Education and Care Services National Law and Regulations.
* Staff members seeking domestic violence leave will be treated with confidentiality and support.
* Information regarding domestic violence leave will only be disclosed to relevant personnel on a need-to-know basis.

MEDICAL CONDITIONS

* Information regarding medical conditions involving mind-altering substances will be treated with the utmost confidentiality and sensitivity.
* Only authorised personnel involved in the care and well-being of the child will have access to such information.
* Measures will be in place to safeguard the information and prevent unauthorised disclosure.

BUSINESS DATA ON PERSONAL STAFF MOBILES

* Staff members using personal mobile devices for work-related purposes will be reminded of the confidentiality policy and the importance of protecting business data.
* Macgregor Primary Outside School Hours Care will provide guidelines and security measures for staff members to safeguard business data on personal mobile devices.
* In case of lost or stolen mobile devices containing business data, staff members will be required to report immediately to mitigate potential data breaches.

**Citations:**

* Education and Care Services National Law (ECSNL)
* Education and Care Services National Regulations (ECSNR)

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