



SECTION 2

MANAGEMENT POLICIES

2.7 Record Keeping & Confidentiality (Privacy Act) Policy

Introduction:

In order to provide families with the highest standard of service, The Gums Childcare Centre is required to collect personal information from families about their children and parents/guardians before and during the course of a child's enrolment. The Centre is committed to protecting your privacy. Privacy of your personal information is important to us and we conduct our business with respect and integrity.

Aim:

1. To ensure privacy and confidentiality for all individuals.
2. To ensure the rights to the protection of information for everyone.
3. To ensure true and accurate records are kept.
4. To ensure that records are effectively and responsibly maintained.
5. To ensure that records are kept for the recommended period in relation to legal operations.

Process:

What information is collected about families, why, and how is it used?

1. Basic details are usually collected directly from parents such as your names, addresses, phone contacts but it is also necessary for staff to collect details regarding your child's name, date of birth, medical details, health, routines, likes and dislikes which make up a child's individual profile.
2. In addition we are required to hold information regarding your Child Care Benefit and Child Care Rebate entitlements. This information is vital in assisting the Centre for processing payments.
3. Some of the information collected is to satisfy the service's legal obligations under the relevant childcare legislation.
4. Naturally much of this information is of a personal nature and some of it might be regarded as 'sensitive' and not the sort of information that you would wish to have unnecessarily disclosed to others.

The Gums Childcare Centre assures you that:

1. This information will only be used by our child care professionals in order to deliver your child's care to the highest standards.
2. Records are stored securely at all times and will not be disclosed to those not associated with the care of your child without your consent.
3. You may ask to seek access to the information held about you and your child and we will provide access without undue delay.
4. This access might be inspection of your child's records or by providing copies of information.
5. There will be no charge made for requesting this information.

6. The Centre will take reasonable steps to ensure at all times that the details we keep about your family are accurate, complete and up to date.
7. The Centre will take reasonable steps to protect this information from misuse or loss and from unauthorised access or disclosure.
8. Educators are committed to respect these principles at all times
9. If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent from you and the Director.

Staff confidentiality

1. Educators are not permitted to discuss children, families of children, other staff members or any other private information (including management, ideas and resources developed in the centre) outside of working hours.
2. Educators breaches of confidentiality may result in instant dismissal.
3. Educators information records shall only be accessed by the Director.

Centre Records

1. During induction, the Director will inform staff of the need for the Centre to collect information about each staff member.
2. The Director will be responsible for ensuring that the records are correctly backed up and copies kept off site. Back up will occur weekly for MYOB financial records, SPIKE software children's records and administrative records.
3. The Director will be responsible for ensuring that the Centre complies with legislation. In particular, the following records will be kept for a minimum of:

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| Enrolment, attendance, receipts, CCB | 3 years |
| Assessment notices (families) | 3 years |
| Accounting | 7 years |
| Tax | 7 years |
| Bank Statement | 7 years |
| Insurance | 7 years |
| EFTPOS slips | 1 year |
| Incident/Accident/Medication/Illness (child) *** | 21+4 years |
| Child information/records | 10 years |
| Staff meeting & parent committee minutes | 15 years |
| Wages and Superannuation (all wages information) | 15 years |
| Staff records (general) | 7 years |

4. The Director will check regularly for any changes to these timeframes to ensure they comply with current legislation.

*** Where the possibility of litigation exists, for example if a child has an accident, documents relating to the accident, details of the excursion (if applicable) and any other relevant details will be kept until the child turns 25 years of age.

SOURCE: Privacy Act 2001

Relates to Quality Area 6: Collaborative partnerships with families and communities,
standards 6.1, 6.2, National law section 175, National Regulations 181-182

Relates to Quality Area 7: Leadership and Services Management,
standards 7.3, National Regulations 158-162