



Confidentiality Policy

Indoороopilly Montessori Children's House

Date: Feb 2004

Dates Reviewed: Feb 2006, Oct 2007, Feb 2008, **Feb 2009**

Rationale

IMCH is committed to protecting your privacy and to abide by the National Privacy Principles contained within the Privacy Act (www.privacy.gov.au/publications/ipps_html). Privacy of your personal information is important to us and we conduct our business with respect and integrity. It is important for the Centre to collect relevant personal information from parents for enrolment purposes and for staff to maintain records of each child's individual development. Because much of this information is of a personal nature and some of it may be considered 'sensitive' we understand you may not wish to have this information unnecessarily disclosed to others.

Aims

Our aims are that

- ◆ staff ensure confidentiality and security of children's records
- ◆ management respects and maintains confidentiality and privacy of families and staff personal information
- ◆ staff ensure that details we keep about families are accurate and up to date.

Implementation

Parents will:

- ◆ provide basic details for the purpose of enrolment and development of a personal profile for their child
- ◆ inform the Family Assistance Office that their child will be attending the Centre and the FAO will forward personal information regarding Child Care Benefit entitlements to the Centre
- ◆ be encouraged to provide information about their child to be included in the Individual Developmental file and used for programming purposes (See Enrolment Form, Sleep and Toileting Surveys, Allergy records)
- ◆ be able to view their child's progress records at any time in consultation with the Group Leader, and
- ◆ have ready access to their child's journal.

Staff will:

- ◆ issue an enrolment form to be completed by the parent/guardian on enrolment
- ◆ file this enrolment form containing personal details of the family and the child in the relevant file and develop an Individual Developmental File for the child (This is saved on computer)

- ◆ ensure that only relevant staff have access to the enrolment files and Early Childhood students ONLY have access to this information with the written consent of parents/guardians
- ◆ maintain individual developmental records for each child
- ◆ keep these records on the classroom computer and use only for recording developmental progress and programming purposes
- ◆ keep all hard copies in the office (Early Childhood students will not have access to this information without written consent of the parents / guardians)
- ◆ **not at any time** remove the children's Individual Development Files from the Centre, and not disclose personal information about any children or their families to anyone outside of the Centre OR to staff who are not associated with the care of the child or family concerned (see Employee Handbook).

Management will:

- ◆ maintain families' Child Care Benefits enrolment information in a confidential manner
- ◆ ensure only relevant staff have access to this information
- ◆ ensure parents /guardians have access to or are issued with copies of information held by the Centre upon request
- ◆ take reasonable steps to protect any personal information from misuse or loss from authorised access or disclosure, and
- ◆ take reasonable steps to ensure that at all times, the details we keep about families are accurate, complete and up to date

Sources:

National Privacy Principles
Early Years Training Group

Principle 2.1; 3.2, 5