



# Privacy & Confidentiality Policy

March 2018

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## Introduction

The School's policies, which are made from time to time, are made pursuant to the requirements set out in section 47 of the *Education Act* and of the Board of Studies for registration of the school.

Tunable Falls Community School recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships.

Being mindful of confidentiality is particularly important when living and working within a small community and with staff, committee members and parents involved with different services and schools.

The only exception to the need to maintain strict confidentiality about the children and families using our school, in the case of a child protection situation, in which case follow the child protection policy.

This policy has been developed with regard to the National privacy Principles Contained in the Commonwealth privacy Act (2003) and pursues the highest standard in the protection and preservation of privacy and confidentiality.

## Relevant documents and resources

These internal/external documents are directly related to the successful implementation of this policy.

- Parent handbook
- Enrolment form
- Quarterly checklist
- Staff induction
- Staff handbook
- Volunteers and students induction
- Committee induction
- Committee handbook
- Confidentiality statement

## Policy

The Tuntable Falls Community School will

- Maintain private and confidential files for educators and staff, children and their families.
- Develop systems for the appropriate use, storage and disposal of records.
- Ensure the information in these files is used only for the education and care of the child enrolled in the school, and only shared with relevant or authorised people as defined within the schools relevant policies and procedures.

## Procedure

### The Management Committee will:

- Ensure the Nominated Supervisor fulfills responsibilities in keeping information about the service, families and children is kept private and confidential;
- Ensure that this policy and related procedures are available to parents, staff and visitors, and that a review of these, involving families and staff, are implemented annually.
- Ensure that Personal information kept by the school will reside in the administration office at the school in a locked filing cabinet. Access to the cabinet is limited to the four key holders a list of which is kept in the back of the school diary and information and access given on a need to know basis to other members of the staff and committee.

### The Nominated Supervisor will:

- Ensure that information, which must be collected and maintained in order for us to meet the needs of our children, families and staff members, is only used for the purpose for which it was collected;
- Store all personal information in a locked filing cabinet to reduce unauthorised access, use or disclosure;
- Dispose of information after the relevant time frames, as set out in the regulations, by shredding paper documents or deleting electronic files (**Quarterly Checklist**);
- Inform families through the **Parent Handbook** about:
  - The information we need to collect, the purpose of collecting it and how it is securely stored;
  - What information may be disclosed to the public or other agencies, and when and why disclosure might occur, for example, for funding purposes to government agencies; and
  - Their right to view their personal information upon request or to allow someone other than themselves to view their information if they provide written authorisation, this includes children once they reach adulthood if any records are still in existence.
- Ensure that information is not divulged or communicated, directly or indirectly, to anyone other than:
  - If medical and developmental information is required to adequately educate and care for the child, or
  - If required by the Department of Education and Communities, or an authorised officer, or
  - As permitted or required by any Act or Law.
- Limit staff and committee's access to personal information unless for education, care and administration;
- Ensure all staff, including volunteers and students, and committee members are aware of the need to maintain confidentiality in all daily routines and when outside of the school (**Induction Procedures For Staff, Volunteers And Students, And Committee Members**);
- Seek written permission from families to publically display information relating to: (**Enrolment Form**)
  - Health, including medical action plans, allergies, medications, accident reports and illness reports;
  - communication, including reports, message books, pick up authorisation and fee reminders; and
  - Education, including documentation of the child's experiences through comments and photos.
- Seek written permission from families authorizing the use of photos of their child in preschool journals and other documentation of learning and for occasional local advertising, media and social media (**Enrolment form**);
- Access to information may be denied under the following conditions:
  - If it could compromise the privacy of another individual;
  - If the request for information is frivolous or vexatious; or
  - If the information relates to legal issues, or there are legal reasons not to divulge the information such as in cases of custody and legal guardianship.
- Keep all service records required under regulations including but not limited to, enrolment forms, medical records, accident/incident reports and written and verbal communication with families;
- Ensure all staff sign a confidentiality statement as part of their induction process (**Staff induction**);
- Treat the personal information of staff members with the all of the same confidentiality as that of families.