



COROWA PRESCHOOL ASSOCIATION INCORPORATED

Policy: **PRIVACY**

Policy No: 7.4.3

Section: 7. Leadership and Service Management

Review Date:

Date of Approval: September 4th, 2014

Introduction

This privacy policy sets out how the service manages personal information provided to or collected by the centre in an open and transparent manner. Corowa Preschool is bound by the Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act 2014. We respect the privacy of educators, children and families and seek to keep all records private and confidential and maintain records according to these National Privacy Principles and the Education and Care Services National Regulations 2011.

Goals

Corowa Preschool will take reasonable steps to implement practices, procedures and systems that ensure it complies with the Australian Privacy Principles and any binding registered APP code, and is able to deal with related inquiries and complaints. Personal information collected is used for the primary purpose of enrolment, and for such other secondary purposes that are related to the primary purpose and reasonably expected by families, or to which families have consented. Corowa Preschool may disclose personal information, including sensitive information about an individual to: a school, government department, medical practitioner, specialist services, anyone families authorise the preschool to disclose information to; and anyone to whom we are required to disclose the information to by law.

National Quality Framework Standard 2.3 Each child is protected

National Quality Framework Standard 4.2 Educators, co-ordinators and staff members are respectful and ethical

National Quality Framework, Quality Area 6: Collaborative Partnerships with Families and Communities

National Quality Framework Standard 6.1 Respectful supportive relationships with families are developed and maintained

- 6.1.3 Current information about the service is available to families

National Quality Framework, Quality Area 7: Leadership and Service Management

National Quality Framework Standard 7.3 Administrative systems enable the effective management of a quality service

- 7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly

Strategies

The Authorised Provider and Nominated Supervisor will ensure that:

- its Privacy Policy is readily available by publishing it on its website and, upon request take reasonable steps to provide a person or body with a copy of its Privacy Policy in the particular form requested, free of charge,
- procedures for identifying and managing privacy risks at each stage of the information lifecycle, including collection, use, disclosure, storage, destruction or de-identification (See Section 7, **Policies 7.4.0 Record Keeping, 7.4.1 Collection and Storage of Documents, 7.4.2 Privacy Online**) are implemented,
- security systems for protecting personal information from misuse, interference and loss and from unauthorised access, modification or disclosure are implemented,
- procedures for identifying and responding to privacy breaches, handling access and correction requests and receiving and responding to complaints and inquiries (See Section 6, **Policy 6.1.0 Centre Complaints, Feedback and Communication**) are implemented,
- regular staff training and information bulletins are conducted on how the APPs apply to the centre, and relevant practices, procedures and systems developed,
- appropriate supervision of staff regularly handling personal information is implemented and introducing mechanisms to ensure that agents and contractors in the service of, or acting on behalf of, the centre comply with the APPs,

- review of the Privacy Policy and of the practices, procedures and systems implemented under the APP are conducted annually or where necessary,
- sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless families agree otherwise or the use or disclosure of the sensitive information is allowed by law. Sensitive information includes information about an individual relating to:
 - a person’s racial or ethnic origin,
 - political opinions,
 - religion,
 - trade union or other professional or trade association membership,
 - philosophical beliefs,
 - sexual orientation,
 - criminal record,
 - health information and biometric (human characteristics & traits) information.

The Approved Provider, Nominated Supervisor and Staff will:

In relation to personal information of children and families -

- ensure the primary purpose of collection is to enable the service to support children and families including satisfying the needs of the particular child and family throughout their enrolment at the centre (See Section 6, **Policy 6.3.0 Enrolment and Appendix 1 Enrolment Form**),
- provide a privacy notice when collecting any personal information (**Appendix 1 Enrolment Form**),
- use personal information collected to support day to day administration of the preschool; support children’s educational, social and medical wellbeing; and to satisfy the preschool’s legal obligations and to allow the preschool to discharge its duty of care,
- ensure personal information be updated by providing details of any changes in writing to the Nominated Supervisor or Approved Provider or appropriate staff member.

In relation to personal information of staff members, job applicants and contractors, private information will be collected:

- to assess an individual's suitability for employment,
- to administer the individual's employment or contract,
- for insurance purposes; and
- to satisfy the centre's legal obligations, including those in relation to child protection.

In relation to personal information of volunteers and students, private information will be collected:

- to enable the preschool staff and volunteers and students to work together; and
- to satisfy the centre's legal obligations, including those in relation to child protection.

Sending and storing information overseas:

- ensure that personal information about an individual or child will not be sent out outside Australia without first obtaining the consent of the individual or the child's family or;
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Under the Commonwealth Privacy Act, individuals have a right to request access to their personal information and to request its correction by contacting the Nominated Supervisor for requests to access and correct personal information. However where the release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of duty of care then access may be denied. The Freedom of Information Act 1982 explains that the access and correction requirements in the Privacy Act operate alongside and do not replace other informal or legal procedures by which an individual can be provided with access to, or correction of, their personal information.

Statutory Legislation & Considerations

- Privacy Act 1988 - www.privacy.gov.au/law/act
- Australian Privacy Principles
- ECA - Code of Ethics
- Children (Education and Care Services National Law Application) Act 2010

- Education and Care Services National Regulations 2011: 177-184
- Children and Young Persons (Care and Protection) Act 1998

Sources

- Office of the Australian Information Commissioner – www.privacy.gov.au
- <http://www.oaic.gov.au/privacy/applying-privacy-law/app-guidelines>
- Catholic Education Office, Diocese of Sandhurst Privacy Policy

Related Documents

7.4.0 Record Keeping

7.4.1 Collection and Storage of Documents

7.4.2 Privacy Online

Policy 6.1.0 Centre Complaints, Feedback and Communication

Policy 6.3.0 Enrolment

Appendix 1 Enrolment Form