

Privacy and Confidentiality Policy

Policy contact: Service Leader Little Genesis Early Learning Centre

Purpose	<p>This policy will provide guidelines:</p> <ul style="list-style-type: none"> for the collection, storage, use, disclosure and disposal of personal information, including photos, videos and health information at Little Genesis Early Learning Centre to ensure compliance with privacy legislation <p>Little Genesis Early Learning Centre is committed to:</p> <ul style="list-style-type: none"> responsible and secure collection and handling of personal information protecting the privacy of each individual's personal information ensuring individuals are fully informed regarding the collection, storage, use, disclosure and disposal of their personal information and their access to that information.
Scope	<p>This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, Staff, Contractors, Volunteers, Students on placement, parents/guardians, children and others attending the programs and activities of Little Genesis Early Learning Centre including during offsite excursions and activities.</p>
Policy Statement	<p>Background</p> <p>Early childhood services are obligated by law, service agreements and licensing requirements to comply with the privacy and health records legislation when collecting personal and health information about individuals.</p> <p>Legislation and standards</p> <p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> <i>Education and Care Services National Law Act 2010</i> <i>Education and Care Services National Regulations 2011</i>: Regulations 181, 183 <i>National Quality Standard</i>, Quality Area 7: Leadership and Service Management <ul style="list-style-type: none"> Standard 7.3: Administrative systems enable the effective management of a quality service <p>RESPONSIBILITIES</p> <p>The Approved Provider and Persons with Management or Control are responsible for:</p> <ul style="list-style-type: none"> ensuring all records and documents are maintained and stored in accordance with Regulations 181 and 183 of the <i>Education and Care Services National Regulations 2011</i> ensuring the service complies with the requirements of the Information Privacy Act QLD by developing, reviewing and implementing processes and practices

that identify:

- what information the service collects about individuals, and the source of the information
- why and how the service collects, uses and discloses the information
- who will have access to the information?
- risks in relation to the collection, storage, use, disclosure or disposal of and access to personal and health information collected by the service
- ensuring parents/guardians know why the information is being collected and how it will be managed
- providing adequate and appropriate secure storage for personal information collected by the service, including electronic storage
- developing procedures that will protect personal information from unauthorised access
- ensuring the appropriate use of images of children, including being aware of cultural sensitivities and the need for some images to be treated with special care
- developing procedures to monitor compliance with the requirements of this policy
- ensuring all employees and volunteers are provided with a copy of this policy
- informing parents/guardians that a copy of the complete policy is available on request
- ensuring a copy of this policy, including the *Privacy Statement*, is displayed at the service and available on request
- establishing procedures to be implemented if parents/guardians request that their child's image is *not* to be taken, published or recorded, or when a child requests that their photo *not* be taken.

The Nominated Supervisor is responsible for:

- assisting the Approved Provider to implement this policy
- reading and acknowledging they have read the *Privacy and Confidentiality Policy*
- providing notice to children and parents/guardians when photos/video recordings are going to be taken at the service
- ensuring educators and all staff are provided a copy of this policy
- obtaining informed and voluntary consent of the parents/guardians of children who will be photographed or videoed.

All staff are responsible for:

- reading and acknowledging they have read the *Privacy and Confidentiality Policy*
- recording information on children, which must be kept secure and may be requested and viewed by the child's parents/guardians and representatives of the Early Childhood Education and Care during an inspection visit
- ensuring they are aware of their responsibilities in relation to the collection, storage, use, disclosure and disposal of personal and health information
- implementing the requirements for the handling of personal and health information, as set out in this policy

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| | <ul style="list-style-type: none">• respecting parents' choices about their child being photographed or videoed, and children's choices about being photographed or videoed. |
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Parents/guardians are responsible for:

- providing accurate information when requested
- maintaining the privacy of any personal or health information provided to them about other individuals, such as contact details
- completing all permission forms and returning them to the service in a timely manner
- being sensitive and respectful to other parent/guardians who do not want their child to be photographed or videoed
- being sensitive and respectful of the privacy of other children and families in photographs/videos when using and disposing of these photographs/videos.

Contactors, volunteers and students, while at the service, are responsible for following this policy and its procedures.

REVIEW

To assess whether the values and purposes of the policy have been achieved, the Approved Provider or Persons with Management or Control will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.