**Privacy Policy**

**AIM**

Acton Early Childhood Centre provides the community with quality childcare. Protection of personal and sensitive information are important components in the provision of such quality care.

The Centre follows the standards of the National Privacy Principles to regulate the way in which our Centre manages personal and sensitive information. In accordance with the regulatory framework of operating a children’s service certain information must be collected.

**IMPLEMENTATION**

**Collecting Information**

* Personal information must only be collected and used specifically for the purpose of the organisation’s function. Personal information should be collected in a fair and unobtrusive way.
* Persons providing the information should be given appropriate access to their information and be advised about the purpose for the collection of the information.
* Collection of information is limited to only the amount of information that is necessary for the organisation’s activities. It is generally only collected with the consent of the individual (or their parent or guardian).
* The primary purpose for collecting information is to enable Acton Early Childhood Centre to provide the child with an individual developmentally appropriate program that is educational, stimulating, nurturing and safe.
* Acton Early Childhood Centre will only collect personal information after providing our ‘Privacy Information Management Statement’ to the family.
* Information will be kept for the period of time deemed necessary by relevant insurance and legislative requirements.

**Use and disclosure**

* Personal Information – disclosure of information should only be for the purpose for which it is collected. This is with limited exceptions and can only be used for a secondary purpose when it relates specifically to the primary purpose of the collection of the information.
* Sensitive information – can only be used when informed consent is obtained at the time the information is collected.
* Acton Early Childhood Centre discloses personal and sensitive information to the centre’s staff, for the specific purpose of the administration, education and care of the child.
* Acton Early Childhood Centre will obtain parent/guardian permission before disclosing a child’s personal and sensitive information to a professional attending the Centre for the specific purpose of providing a service to the child. This includes early intervention teachers, speech pathologists, doctors, behaviour management support workers, bi-lingual support workers and counsellors.
* Personal information collected about children is regularly disclosed to their own parents or guardians. On occasions, information such as children’s personal achievements, child portfolios and photos are displayed within the boundaries of the Centre.
* Acton Early Childhood Centre from time to time engages in fund raising activities. Information received from a parent or guardian may be used to make an appeal to that parent or guardian. The Centre will not disclose personal information to third parties for their own marketing purposes without consent or for any other reason than for the purpose for which it was collected.
* Acton Early Childhood Centre will disclose specific information, including the child’s name, age, and specific needs to the educators of the child.
* Acton Early Childhood Centre may include emergency contact details in a list for the child’s room and in Acton Early Childhood Centre’s contact directory. Access to these is limited to the staff and boundaries within the Acton Early Childhood Centre.
* If a parent or guardian provides Acton Early Childhood Centre with the personal information of others such as doctors or emergency contacts, the parent or guardian should inform them that they are disclosing that information to the Centre and why. The parent or guardian will also need to inform them that they can access that information if they want to.

**Data quality**

* Acton Early Childhood Centre takes all reasonable precautions to ensure personal information that we collect, use and discloses is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information that is provided by the individual, their parents and guardians.
* Individuals, their parents or guardians will be required to advise the Centre of any changes that may affect the initial information provided.
* The licensee of the Centre will ensure information is collected and maintained in accordance with ACT Children’s Policy and Regulations Unit requirements.

**Data Security**

* Acton Early Childhood Centre will protect personal information from misuse, loss, change, and unauthorised access/disclosure.
* The licensee of the Centre will ensure personal information is stored in accordance with *ACT Children’s Services Standards February 2009 under the Children and Young People Act 2008.*

**Openness, access and correction**

Parents or guardians may seek access to the personal information collected about them and their child by contacting the Centre. Children may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, when access may result in a breach of the Centre’s duty of care to the child or where children have provided information in confidence.

Identifiers.

Acton Early Childhood Centre recognises that Government identifiers such as Medicare numbers, CRN for Family Assistance will only be used for the purpose for which it was issued.

**Anonymity**

Acton Early Childhood Centre will offer anonymous transactions within the organisation wherever possible.

**Sensitive information**

* Acton Early Childhood Centre respects the rights of individual’s sensitive information.
* A higher level of privacy protection applies to sensitive information.
* Sensitive information relates to information about an individual’s religious beliefs, racial or ethnic origins, philosophical beliefs, political opinions, membership of a political association, membership of a trade union, sexual preference or practices, criminal records or health information.
* Sensitive information can only be collected with an individuals (parent or guardians) consent to do so.
* Sensitive information can only be used when informed consent is obtained at the time the information was collected.

**POLICY REVIEW INFORMATION**

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| Version | Action | Date |
| V1 | Approved by management committee | 08/2017 |
| V1.2 | Policy placed into new template | 04/2020 |

**PRIVACY INFORMATION MANAGEMENT STATEMENT**

*Protection of privacy and the need for confidentiality is fundamental in providing a high quality*

*early education and care service.*

*Acton Early Childhood Centre is committed to protecting your privacy and we abide by the Australian Privacy Principles contained within the Privacy Amendment Act 2012.*

*The following statement outlines the main content of Acton Early Childhood Centre’s Privacy Policy.*

* The primary purpose our service collects information is to enable Acton Early Childhood Centre to provide your child with an individual developmentally appropriate program that is educational, stimulating, nurturing and safe.
* Acton Early Childhood Centre requires certain information to be collected in accordance with the administration of Child Care Subsidy, regulations or legislation that directly relate to the operation of a Children’s Service.
* Acton Early Childhood Centre discloses personal and sensitive information to the Centre’s staff for the specific purpose of administration, educating and nurturing of your child.
* Acton Early Childhood Centre will obtain parent/guardian permission before disclosing a child’s personal and sensitive information to a professional attending our Centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech pathologists, doctors, behaviour support workers, bi-lingual support workers and counsellors.
* Personal information collected about children is regularly disclosed to their own parent or guardians. On occasions information such as children’s personal achievements, child portfolios and photos are displayed within the boundaries of our service building.
* Parents/guardians have the right to access personal information collected about them or their child. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the Centre’s duty of care or where children have provided information in confidence.
* Acton Early Childhood Centre will include your child’s name, age and specific needs in their personal files. Acton Early Childhood Centre will include your emergency contact details in a Centre list and the Centre’s contact directory. Access to these are limited to Centre staff.
* If you provide Acton Early Childhood Centre with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Centre and why. You will also need to inform them that they can access that information if they wish to do so.
* Acton Early Childhood Centre takes all reasonable precautions to ensure that the personal information that we collect, use and disclose is accurate, complete and up-to-date. Please ensure that you inform the Centre of any changes to the information supplied.