OSHC Confidentiality Policy

Purpose:

The aim of this policy is to:

Provide information on how information is stored in accordance to the Privacy Act (1988).

Rationale:

Gembrook Primary School OSHC protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfil their responsibilities or have a legal right to know.

Scope:

This policy applies to all parents and authorised persons, staff, visitors, volunteers and students working within Gembrook Primary School Outside School Hours Care.

Protocol/Procedure:

Gembrook Primary School OSHC shall:

Adopt the following principles for handling personal information based on the Privacy Act (1988) including:

- Collection of information will be lawful and fair.
- People will be told why information is collected.
- Personal information collected will be of good quality and not too intrusive. Personal information will be properly secure.
- People will know what personal information is collected and why. People will have access to their own records.
- It will be ensured that personal information is of good quality and people will be allowed to have it changed where it is not.
- Use of personal information will be relevant.
- The use of personal information will be limited.
- The disclosure of personal information outside the Gembrook Primary School OSHC will not be allowed.

Ensure every employee is provided with clear written guidelines detailing:

- What information is to be kept confidential and what confidential information they may have access to in order to fulfil their responsibilities
- How this information may be accessed.
- Who has a legal right to know what information
- Where and how the confidential information should be stored
Ensure, upon enrolling in the service, every family/guardian is provided with clear information about:

- What personal information is kept, and why
- Any legal authority to collect personal information
- Third parties to whom the service discloses such information as a usual practice.

Ensure confidential conversations between staff and families, or the Coordinator and staff members are conducted in a quiet area away from other children, families and staff. Such conversations shall be minuted and stored in a confidential folder.

Ensure personal forms and information are stored securely.

Ensure the Coordinator, and individual staff member concerned will only have access to information about staff members.

Ensure all matters discussed at committee meetings will be treated as confidential.

Ensure no member of staff gives information or evidence on matters relating to children and/or their families to anyone other than the custodial families/guardian, unless prior written approval by the custodial parent/guardian is obtained. Exceptions may apply regarding information about children when subpoenaed to appear before a court of law. Notwithstanding these requirements confidential information may be exchanged in the normal course of work between staff members and the Coordinator, when this is reasonably needed for the proper operation of the service and the wellbeing of users and staff.

Protect the privacy and confidentiality of other staff members by not relating personal information about another staff member to anyone either within or outside the service.

Ensure Students/people on work experience/volunteers are aware that they are not permitted to make staff/children or families who use the service an object for discussion outside of the centre (e.g. school, home etc.), nor will they at any time use family names in recorded or tutorial information.

**Related Policy**

**References/Legislation**

The Children's Services Regulations 2009

The Children's Services Act 1996

The Equal Opportunity Act 1995

The Sex Discrimination Act (Commonwealth) 1975

The Disability Discrimination Act (Commonwealth) 1992

The Occupational Health & Safety Act 1985

The Health Act 1958

The Human Right and Equal Opportunity Commission Act (Commonwealth) 1986
<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Name</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>24/07/2013</td>
<td>K. Peterson</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24/7/2014</td>
<td>K. Peterson</td>
<td>Revised</td>
<td>30/7/2014</td>
</tr>
<tr>
<td></td>
<td>12/2/2015</td>
<td>K. Peterson</td>
<td>Revised</td>
<td>For review 25/2/2016</td>
</tr>
</tbody>
</table>