

## **Caroline Chisholm School – Chisholm Preschool Unit Confidential Storage of Information Procedures**

### **Purpose and Scope**

Caroline Chisholm School – Chisholm Preschool Unit respects the confidentiality of our children, their families, our educators and the Chisholm community. By maintaining confidentiality at all times, families are supported in sharing key information with educators.

We recognise, and respect, the importance of privacy and confidentiality. We maintain private and confidential files for educators, children and their families. We have systems for the appropriate use, storage and disposal of records. We ensure the information in these files is used only for the education and care of the children enrolled in the preschool and school, and only shared with relevant or authorised people as defined within authorisations of the Education and Care Services National Regulations 2011.

### **Procedure**

#### *Collection of Information*

To meet the needs of each child, family and educator and to comply with the Education and Care Services National Regulations 2011, information must be collected and maintained. This is done formally through the completion of enrolment and information forms and informally through conversations and emails.

#### *Duty of Nominated Supervisor*

The Nominated Supervisor will provide families with details on the collection of personal information as required. This information may include:

- the types of information collected by the education and care service
- the purpose of collecting information
- what types of information will be disclosed to the public or other agencies; and when and why disclosure may occur
- how information is stored at the service
- approaches used to keep information secure
- who has access to the information
- the right of the individual to view their personal information
- the length of time information needs to be archived
- how information is disposed
- the Nominated Supervisor will ensure information provided by families and staff is only used for the purpose it was collected.

#### *Sensitive Information*

Sensitive information is that information about an individual's religious beliefs, racial or ethnic origin, philosophical beliefs, political opinions, membership of a political association or trade union, sexual preferences or practices, criminal records or health information. Sensitive information can only be used when informed consent is obtained at the time the information was collected.

#### *Storage of Information*

The Nominated Supervisor will ensure that all personal information is stored safely and securely reducing the chance of unauthorised access, use or disclosure. Any information about a child or family that is to be displayed (e.g. allergy information) must have written permission to be displayed. Archived files will be stored safely and securely for the appropriate number of years as advised by ETD Records Management.

### *Confidentiality and Access to Information*

- In keeping with the Early Childhood Australia (ECA) Code of Ethics (2008), the Education and Care Services National Regulations 2011 and the Privacy Legislation, educators employed by the preschool and school are bound to respect the privacy rights of enrolled children and their families; educators and their families and any other persons associated with the preschool and school.
- The Nominated Supervisor will ensure that information kept is not divulged or communicated, directly or indirectly, to anyone other than:
  - medical and developmental information that is required to adequately provide education and care for the child
  - the Education and Training Directorate, or an authorised officer, or as permitted or required by any Act or Law or other agencies as required for regulatory reasons. Other parties such as NDIA Support Workers and only after families have given permission.
- Educators ensure that any discussion regarding children or their families will be treated with the utmost confidentiality including, but not limited to, information regarding children and families of the preschool that are taken to Student Wellbeing meetings for discussion.
- Individuals will be allowed access to their personal information upon request. Authorised persons may request to view any information kept on their child.
- The preschool may include emergency contact details in a class list. Access to these is limited to staff only.

### *Denial of Access to Information*

Information may be denied under the following conditions:

- access to information could compromise the privacy of another individual
- the request for information is frivolous or vexatious
- 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.

### *Maintaining current Information*

The Nominated Supervisor is responsible for keeping all service records required under the Education and Care National Regulation 2011. These are updated regularly. The preschool provides families with an enrolment form that includes personal information. Written reminders also are sent to families via requests in the newsletter to check that records are up to date. It is the responsibility of each family to update this information if changes have occurred.

### *Retention of Records*

Non-current records will be archived, as per requirements under the Education and Care Services National Regulations 2011 and kept safely and securely in line with ETD Records Management procedures.

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