



## CONFIDENTIALITY OF RECORDS AND INFORMATION

### Rationale

The centre takes steps to ensure that relevant documentation and information is kept confidential. This means only those people who have relevant authorisation can access certain information and only those who are authorised to have information can be provided with it.

### This will be done by:

- Following government guidelines and policy in relation to sharing information
- Providing information only to authorised people. Authorisation is in writing.
- Ensuring archiving follows government procedures and is completed annually.
- Ensuring staff conversations are appropriate and protect people's rights
- Ensuring there is no discussion of centre business outside of work by staff.
- Not providing information to unauthorised people about who is enrolled in or accessing the centre's services.

### Governing Council

Governing Council members are required to keep some matters confidential. Minutes may be worded in a way that protects individual's privacy. At times names may not be mentioned in relation to issues that may arise and such as writing off a bad debt. Sometimes additional information may be in a different file depending on the issue.

### Staff Meetings

Staff meeting minutes and other documentation that provide names of children or parents should be kept in a staff office away from public viewing. For very confidential matters that are discussed such as a child protection issue, the person's name will not be documented in the minutes.

### Children's Records and photos

Parents/guardians are required to give permission if they want a child to be in photo displays in the centre or publicly such as newsletters, by signing a media form. Sometimes parents sign for limited public photo displays. If permission is not provided staff will ensure other children's learning journals do not have photos of the child. If a parent/guardian requests no photos, the child's learning journal will not have photos of the child. Staff need to ensure that children not authorised for photos are not part of the group annual photo, but they may be added in later for the child's photo only if the parent/guardian authorises this.

Parents take photos at social events and functions at the centre and school and it is not possible to monitor this. Parents/guardians of children who are not authorised to have photos will make a choice about the level of involvement.



Learning journals are on display for parents to view and staff monitor access as much as possible. Learning journals are for general learning information and some screeners but other information is kept separately but is able to be viewed by the parents at any time.

Interviews with parents are placed in the children's learning journals for preschool children at the end of the year just prior to giving them out.

Children's first names are displayed in information pockets and full names are displayed on the daily attendance sheets and this document is viewed by others signing in. If a parent/guardian expresses concerns about this process it would be managed on a negotiated basis.

Children's records are kept in a locked file and all staff can access these records. Many staff also have access to the Early Years System. Staff should only be accessing information on a need to know basis. Relevant staff have a hard copy of children's records also. Emergency evacuation information is also kept in a locked file or locked room.

### **Tertiary Students**

Students will have access to varying information in the course of their study depending on the course of study. If a student wishes to document information on children, a parent/guardian permission form must be signed and the director or nominee will have access to all information the student writes with a copy provided for the child's file. Any information deemed inappropriate by the director or nominee will not be permitted to be part of the course of study and should not leave the centre. Students are also bound by the same confidentiality as staff members. Students may not be able to attend some parts of staff meetings depending on the confidential nature of the meeting content.

### **Cleaner**

The cleaner cannot access personal information on children and does not have access to it.

### **Contract Finance Staff**

Contract Finance Staff have access to information on children and families and are bound by the same confidentiality requirements as staff members.

### **IT Storage**

If working from home, all information in the course of one's work at the centre that involves children/parents should be kept on a centre USB and transferred to the centre laptop or computer and should never be stored on a home computer/laptop. Photos of centre children, staff and families cannot be kept on any personal device. If a staff member is provided with a laptop or other device, information can be kept on the equipment provided and it is the staff member's responsibility to ensure the equipment is kept secure and is not accessible to any individual who is not authorised to access the information. This includes ensuring safe transportation of equipment from the centre to another location and safe storage at home.

### **Home security of records**

Any ones working on confidential information at home must ensure it is not accessible by others in the home.

*Reviewed 1 December 2015. Next review September 2018.*