

GREY WARD CHILDREN'S CENTRE

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PRIVACY POLICY STATEMENT FOR FAMILIES

WE RESPECT YOUR PRIVACY

In order to provide you with the highest standard of service our organisation is required to collect personal information from you about your child/ren and parents/guardians before and during the course of your child's enrolment in our Centre. We are committed to protecting your privacy and we abide by the National Privacy Principles contained within the Privacy Act. Privacy of your personal information is important to us and we conduct our service with respect and integrity.

WHAT INFORMATION DO WE COLLECT, WHY AND HOW IS IT USED?

Basic details are usually collected from parents/caregivers such as names, address, and contact phone numbers. It is also necessary for staff to collect details regarding children's names, date of birth, medical details, health, routines, likes and dislikes, all of which make up a personal profile of your child/ren. In addition the Centre is required to hold information regarding Child Care Benefit entitlements. All of this information is vital in assisting us to provide the best possible individual care/education for your child and for processing payments. Some of the information collected is to satisfy the service's legal obligations under the relevant child care legislation, and is securely archived as per legislative requirements.

The Centre understands that some of this information could be considered 'sensitive', therefore:
WE ASSURE YOU THAT:

- this information will only be used by our early childhood professionals in order to deliver the highest standards of care/education,
- it will not be disclosed to those not associated with the care/education of your child without your consent,
- access to your personal information will be provided to you without undue delay. This access may be a personal inspection of records or copies of information,
- there will be no charge for requesting information but there may be a fee levied to cover the cost of processing this request e.g. paper, photocopies etc.,
- we will take reasonable steps to ensure that the details kept are accurate, complete and up to date,
- we will take reasonable steps to protect this information from misuse or loss, and from unauthorised access or disclosure,
- our staff are committed to respect these principles at all times,
- if a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent from you and the Team Leader/Director.

All privacy related comments - feedback or concerns, should be forwarded to the Director, (please refer to the Centre's Grievance Handling policy).

EVALUATION

This policy will be implemented and monitored by staff and the Management Committee. Policies will be regularly reviewed and may be altered due to changes in legislation and practices.

Policy Reviewed	Modifications	Next Review Date
December 2017		December 2018

REFERENCES

Privacy Act 1988 Cth
