

PRIVACY POLICY

Rationale

To ensure the privacy of all Adults and Children involved in the Service.

Objectives

To meet the conditions of the Privacy Act 1993
To ensure the safety and privacy of all involved.

Procedure

Adults

Your service's procedure should ensure that:

1. Information collected directly from any person or from someone nominated by that person is kept private and confidential.
2. Any information received will be used to assess the suitability of any person for employment. Information will only be used by the Director and/or the visiting teacher.
3. Information will only be used for a lawful purpose.
4. Only information relevant for the purpose will be collected.
5. Information is stored with proper safeguards against loss or wrongful disclosure. Information received by email, fax or in writing will be kept private by storage in a locked file on the company computer.
6. Only people whose jobs directly relate to the information have access to it and only with permission from the Director.
7. Information which was given by an applicant will be returned to them upon request.

Children

An early childhood service holds an enormous wealth of information regarding the children in their care. The service may collect information in many forms (i.e. oral, written, and visual) and this information gathering is a continuous and on-going process. No matter what form the information comes in, or how it is collected, the service needs to have a clear understanding of how it will protect the information under the principles outlined in the Privacy Act 1993.

Information gathered on the Enrolment and Attendance records will be kept for 7 years. Regulations 2008 Regulation 47, Home-based licensing criteria GMA9 and GMA10. This information will be stored in locked filing cabinets to ensure they are secure as well as safe from, water and fire.

- Information collected will only be used for the purpose for which it was obtained. Information will be stored with proper safeguards against loss or wrongful disclosure. Only people whose jobs directly relate to the information will have access to it.

Measures will be implemented to stop unauthorised people getting into computer files (passwords) or manual filing systems (marked confidential, and installing locks) containing personal information.

- Parents will be advised that any information collected will only be used for the purpose for which it was intended and the way it will be stored in the future.
- The information on a child enrolled in the service will be shared only with others who need it to effectively carry out their duties related to that child. It will be confirmed that consent was granted on the enrolment form for the sharing of this information.
- If the parent/guardian does not consent to the disclosure of any or all of the information, this will be clearly marked (written in capitals and highlighted) on that child's records to safeguard against accidental disclosure.
- If consent has been obtained, the information will be delivered in such a way that unnecessary personal information belonging to that child or others is not accidentally disclosed as well, by blocking out unnecessary information or the children's names.
- At times a service may receive a request for some information concerning a child attending their institution. Children's personal information will be given only to the child, the child's legal guardians and to the people granted consent on the enrolment form.
- If there is any uncertainty, the director will contact legal guardian of the child and to ask if the information requested can be given to the person/agency asking for it, or if they would like to contact the person/agency directly. If you are still concerned or unsure seek clarification from the Privacy Commissioner.
- When the child's parents do not live together both parents will be asked for permission of the above.
- In the day-to-day workings with children and families, and for the good of these children the service will always be not to make assumptions, regarding the children in our care, which may offend, humiliate, embarrass or even endanger the child or their family.

Approved: Suzanne McNatty

Date: 28th February 2017

To be reviewed

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Privacy officer

The privacy officer of this service is Suzanne McNatty

It is her responsibility to:

- a) Use information collected for the purpose it was collected for.
- b) Ensure personal information is securely stored.
- c) Ensure information collected is accurate
- d) Make available to a person information held about them.