
ARANDA AFTERS ASSOCIATION INCORPORATED



PRIVACY AND CONFIDENTIALITY POLICY

Implemented	Updated/Reviewed	Next Review Due By
April 2015		April 2017

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1 REFERENCES

NATIONAL QUALITY STANDARDS

4.2.1	Professional standards guide practice, interactions and relationships.
5.2.3	The dignity and the rights of every child are maintained at all times
7.1.1	Appropriate governance arrangements are in place to manage the service

NATIONAL REGULATIONS

177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred

2 AIM

Aranda Afters recognises that every individual has the right to ensure their personal information is accurate and secure, and only used or disclosed to achieve the outcomes for which it was initially collected.

Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

3 IMPLEMENTATION

Our Privacy Notice and Disclosure Statement are at the end of this Policy.

Our Service (Aranda Afters Inc.) practices are consistent with the Australian Privacy Principles. Our service contact details are:

Aranda Afters Incorporated	
Telephone:	02 6205 5985 or 0410 620 559
Email:	admin@arandaafters.com
Mail:	PO Box 426 Jamison Centre ACT 2614.
Website:	www.arandaafters.com

COLLECTION OF PERSONAL INFORMATION

We collect personal information if it is necessary for us to carry out Service operations or to comply with our legal obligations.

This includes information required to comply with the National Education and Care Law and Regulations and to promote learning under the My Time Our Place educational framework. Information may also be collected to comply with other laws including ACT Health Laws.

During the enrolment process the Director, or delegate, will explain what personal information we need to collect, why we need to collect it, whether the information is required or authorised by law and how it may be shared. Personal information includes:

- Name;
- Address;
- Date of birth;
- Gender;
- Family contact details;
- Emergency contact details;
- Authorised nominee details;
- Parent occupation(s);
- Cultural background;
- Home language;
- Payment details;
- Child care benefit information;
- Medical information;
- Medical management plans;
- Photos of children;
- Family members; and
- Information about:
 - children’s strengths;
 - interests;
 - preferences; and
 - needs, including special needs.

Personal information also includes “government related identifiers” like Medicare numbers and Child Care Benefit (CCB) references.

We will:

- Advise families about our Privacy and Confidentiality Policy and how to access it.
- Advise families of our Disclosure Statement (see Appendix 1) in our Enrolment Form and other forms we use to collect personal information.

- Request parents verify that they have advised children's emergency contacts and authorised nominees that we have some of their personal information on file.

We usually collect personal information directly from a parent or carer either in writing or verbally, for example during enrolment, when completing waiting list applications, or as we establish a partnership with families in caring for and educating a child. We may also collect information through our website, Family Law court orders or agreements, special needs agencies and training courses.

We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child. For example, we may request a copy of a child's immunisation records where they are transferring to us from another Service, or where we request information about a child from a special needs educator or organisation. We will not request information without obtaining the consent of the individual (or parent) concerned.

In most cases, if we are unable to collect relevant personal information, we will be unable to enrol a child at the Service.

The Approved Provider, Director, or delegate, will advise individuals about any unsolicited personal information we receive from other organisations and keep because it is directly related to our functions and activities (unless we are advised not to by a Government authority).

The Approved Provider, Director, or delegate, will destroy any unsolicited personal information that is not directly related to our Service operations unless it adversely impacts the health, safety and wellbeing of a child or children at the service. If this happens the Approved Provider Director, or delegate, will contact the appropriate Government authorities and take action as directed while protecting the confidentiality of the individuals concerned.

4 USE OR DISCLOSURE OF PERSONAL INFORMATION

We will not use personal information for any purpose that is not reasonably needed for the proper or effective operation of the service. Personal information may be accessed by and exchanged with staff educating and caring for a child or by administrative staff.

We do not disclose your personal information to others unless you would have reasonably expected us to do this or we have your consent. For example, personal information may be disclosed to:

- Emergency service personnel so they can provide medical treatment in an emergency.
- Special needs educators or inclusion support agencies.
- Volunteers, trainees and work experience students.
- Trainers or presenters if children participate in special learning activities.
- Another Service to which a child is transferring where you have consented to the transfer.

We may disclose personal information where we are permitted or obliged to do so by an Australian law. For example, personal information may be disclosed to:

- Authorised officers when our service is assessed and rated under the provisions of the Education and Care Services National Law Act (2010).
- Government employees (eg: for CCB, Immunisation, Medicare purposes).
- Companies that provide child care management systems.

- Companies we engage to support our Service.
- Companies that provide tailored computer based educational tools for children.
- Lawyers in relation to a legal claim.
- Officers carrying out an external dispute resolution process.
- A debt collection company we use to recover outstanding fees.
- Authorities if we are taking action in relation to unlawful activity, serious misconduct, or to reduce or prevent a serious threat to life, health or safety.

We do not disclose personal information to any person or organisation overseas or for any direct marketing purposes.

5 QUALITY OF PERSONAL INFORMATION

The Approved Provider, Director, or delegate, will take reasonable steps to ensure the personal information we collect, use and disclose is accurate, current and complete. Educators and staff will:

- View original sources of information if practical when information is collected.
- Collect and record personal information in a consistent format, for example using templates for enrolment, incident, injury, trauma and illness and administration of medication.
- Record the date personal information was collected or updated.
- Update information in our physical or electronic records as soon as it's provided.

In addition the Approved Provider, Director, or delegate, will:

- Regularly remind families via newsletters, emails or through displays on the Service notice board to update their personal information including emergency contact details and their child's health information.
- Ask parents to update their enrolment details annually, or whenever their circumstances change.
- Verify the information is accurate, current and complete (as provided by parents when they complete the Enrolment Form or Family Contact Details Update Form) before disclosing it to any external organisation or person.
- Ensure documentation about children and families is based on facts and free from prejudice.

6 SECURITY OF PERSONAL INFORMATION

The Approved Provider, Director, or delegate, will take reasonable steps to protect personal information from misuse, interference and loss, unauthorised access, modification or disclosure. These steps include:

- Taking responsibility for the security of personal information and regularly checking the practices implemented to protect it. This will include management of access privileges to ensure only people who genuinely need to see personal information can access it.
- Ensuring information technology systems have appropriate security measures including password protection, anti-virus and 'malware' software, and data backup systems.

- Ensuring physical repositories of personal information are secure.
- Ensuring all educators and staff are aware of their obligations in relation to the collection, use and disclosure of personal information, through activities like mentoring, staff meetings or on-line training courses.
- Requiring all educators, staff, volunteers and work experience students to sign a “Confidentiality Statement” acknowledging that personal information:
 - can only be accessed if it is necessary for them to complete their job;
 - cannot be disclosed to other organisations or discussed with individuals outside the service including personal family members unless they have written consent from the person (or parent) concerned; and
 - must be stored in compliance with service practices which safeguard its security.
- Ensuring records which we don’t need to keep, including unsuccessful job applications and records which fall outside the record keeping timeframes under the National Education and Care Law and Regulations (refer to our Record Keeping and Retention Policy) are destroyed in a secure way as soon as possible by, for example, shredding, incinerating or permanently deleting electronic records including archived or back-up copies.
- De-identifying personal information so that people who require the information may access it without being able to identify individuals.
- De-identifying personal information which may come into the public domain. For example, removing identifying names or details from newsletters.
- Ensuring staff comply with our Code of Conduct
- Ensuring confidential conversations with parents or with staff are conducted in a quiet area away from other children, parents and staff.

7 ACCESS TO PERSONAL INFORMATION

Individuals may request access to their, or their child(ren)’s, personal information and may request the correction of any errors. These requests may be made to the Approved Provider, Director, or delegate, by:

Personal information will be provided as soon as possible, and no later than 30 days from a request. We will provide the information in the form requested, for example by email, phone, in person, hard copy or electronic record unless it is unreasonable or impractical to do this, for example due to the volume or nature of the information.

The Approved Provider, Director, or delegate will always verify a person’s identity before providing access to the information, and ensure someone remains with the individual to ensure information is not changed or removed without our knowledge.

There is no charge for making a request to access the information. However, we may charge a reasonable cost for staff, postage and material expenses if the information is not readily available and retrieving the information takes a lot of time. We will advise you of the cost and get your agreement before we proceed.

There may be rare occasions when we are unable to provide access because we believe:

- Giving access would be unlawful, the information relates to unlawful activity or serious misconduct, or it may prejudice the activities of a law enforcement body.

- There is a serious threat to life, health or safety.
- Giving access would unreasonably affect the privacy of others.
- The request is frivolous or vexatious, for example to harass staff.
- The information relates to legal proceedings (eg: unfair dismissal claim) between the Service and the individual.
- Giving access would reveal sensitive information about a commercial decision.

We may, however, provide the information in an alternative way for example by:

- Deleting any personal information which cannot be provided.
- Providing a summary of the information.
- Giving access to the information in an alternative format.
- Allowing the individual to inspect a hard copy of the information and letting them take notes.

We will advise the individual requesting the information promptly in writing if we are unable to provide access to the information, or access in the format requested. The advice will include the reasons for the refusal to provide the information (unless it is unreasonable to do this) and information about how to access our grievance procedure.

8 CORRECTION OF PERSONAL INFORMATION

Individuals have a right to request the correction of any errors in their personal information. These requests may be made to the Approved Provider, Director, or delegate.

The Approved Provider, Director, or delegate will take reasonable steps to correct personal information that is inaccurate, out of date, incomplete, irrelevant or misleading as soon as it is available. The Approved Provider, Director, or delegate will:

- Take reasonable steps to ensure information supplied by an individual is correct.
- Verify the identity of an individual requesting the correction of personal information.
- Notify other organisations about the correction if this is relevant, reasonable or practical.
- Advise the individual about the correction to their information if they are not aware.
- If immediately unable to correct an individual's personal information, explain what additional information or explanation is required and/or why we cannot immediately act on the information provided.
- If unable to correct the information, include reasons for this (for example we believe it's current) and inform the individual about our grievance procedure and their right to include a statement with the information saying they believe it to be inaccurate, out-of-date, incomplete, irrelevant or misleading.
- Correct the information, or include a statement if requested, as soon as possible.

We will not charge you for making a request to correct your personal information or for including a statement with your personal information.

9 DE-IDENTIFICATION

An organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Principle 2.

We have adopted the practices recommended in the Australian Government – Office of the Australian Information Commissioner’s - Privacy Fact Sheet 42 (Australian Capital Territory Privacy Principles). A copy of this fact sheet can be obtained through the following link:

<http://www.oaic.gov.au/images/documents/privacy/privacy-resources/privacy-fact-sheets/privacy-fact-sheet-42.pdf>

10 SUGGESTIONS AND COMPLAINTS

If you believe we have breached Privacy Laws or our Privacy Policy, you may lodge a complaint with the Approved Provider, Director, or delegate.

The Approved Provider, Director, or delegate, will follow the Service’s grievance procedure to investigate the complaint. Individuals who are unhappy with the outcome of the investigation may raise their complaint with The Australian Government – Office of the Australian Information Commissioner:

- Mail: GPO Box 2999 Canberra ACT 2601 or GPO Box 5218 Sydney NSW 2001
- Phone: 1300 363 992
- Email: enquiries@oaic.gov.au
- Internet: www.oaic.gov.au

More information about the Aranda Afters suggestions and complaints processes is available in our ***Suggestions and Complaints Policy***.

11 SOURCES

- National Quality Standard.
- Education and Care Services National Regulation.
- Privacy Act 1988 (includes Australian Privacy Principles).
- Australian Government – Office of the Australian Information Commissioner’s - Privacy Fact Sheet 17.
- Australian Government – Office of the Australian Information Commissioner’s - Privacy Fact Sheet 42 (Australian Capital Territory Privacy Principles).
- United Nations Convention of the Rights of a Child.

12 APPENDIX 1: DISCLOSURE STATEMENT

We will not use personal information for any purpose that is not reasonably needed for the proper or effective operation of the service. Personal information may be accessed by and exchanged with:

- Staff educating and caring for a child.
- Administrative staff, such as our book-keeping service.
- The members of the Aranda Afters Committee who have been authorised as “persons with management and control” of the service under our licence with CPRU.
- Other relevant people authorised to access your information.

We do not disclose your personal information to others unless you would have reasonably expected us to do this or we have your consent. For example, personal information may be disclosed to:

- Emergency service personnel where this is necessary to provide medical treatment in an emergency.
- Special needs educators or inclusion support agencies.
- Volunteers, trainees and work experience students.
- Trainers or presenters if children participate in special learning activities.

We may disclose personal information where we are permitted or obliged to do so by an Australian law. For example, personal information may be disclosed to:

- Authorised officers when our service is assessed and rated under the provisions of the Education and Care Services National Law Act (2010).
- Government employees (eg: for CCB, Immunisation, Medicare purposes).
- Software companies that provide child care management systems.
- Management companies we may engage to administer the Service.
- Software companies that provide computer based educational tools which use a child’s personal information.
- Lawyers in relation to a legal claim.
- Officers carrying out an external dispute resolution process.
- A debt collection company we use to recover outstanding fees
- React to unlawful activity, serious misconduct, or to reduce or prevent a serious threat to life, health or safety. We are obliged to cooperate with law enforcement bodies in some circumstances.

13 APPENDIX 2: PRIVACY NOTICE

Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

We only collect or use personal information if this is needed to educate and care for children at the service, or to comply with our legal obligations. We will take reasonable steps to make sure you know we have your personal information, how we got it and how we'll handle it.

We collect most personal information directly from a parent or guardian. We may also collect information through our website, Family Law court orders or agreements, special needs agencies and training courses. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child.

The information collected includes information required under the National Education and Care Law and Regulations or needed to promote learning under the My Time Our Place educational framework.

This includes name, address, date of birth, gender, family contact details, emergency contact details, authorised nominee details, parents' occupations, cultural background, home language, religious beliefs, payment details, child care benefit information, Medicare number, immunisation records, medical information and medical management plans, photos of children and information about children's strengths, interests, preferences and needs, including special needs.

We do not disclose personal information to others unless you would reasonably expect us to do this, we have your consent or we are complying with an Australian law.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it.

You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.

Our Privacy Officer for privacy matters, including complaints, is the Approved Provider, Director, or nominated delegate.

We will provide a copy of any updates to our Privacy and Confidentiality Policy on our Service website (www.arandaafters.com) and include changes in our Newsletter.