



Curtin Primary School



Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Confidentiality of Records Procedure

Purpose and Scope

Curtin Primary School respects the confidentiality of all children, their families and educators. By maintaining confidentiality at all times families are supported in sharing pertinent information with educators.

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 that 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 and Storage of Information:

In order to meet the needs of each child family and educator information is collected both formally through completion of enrolment and information forms and informally through conversations and emails.

- The Nominated Supervisor will provide families with details on the collection of personal information as required, and that information provided by families and staff is only used for the purpose it was collected.
- All personal information will be stored securely and safely, reducing the chance of unauthorised access, use or disclosure.
- Non-current records will be archived
- Archived files will be stored safely and securely for the appropriate number of years as advised by ETC Records Management.
- Information will need to be updated regularly. The school will provide reminders to families to check their records are up to date (emails, reminders in Newsletter, form sent home each year for updating). It is the responsibility of the family to update this information if changes have occurred.

Sensitive Information

Sensitive information is that relating to 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.
- Any information about a child or family that is to be displayed (eg. Allergy information) must have written permission to be displayed.

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 are bound to respect the privacy rights of enrolled children and their families

- The Nominated supervisor will ensure that information is 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
 - other agencies as required for regulatory reasons
 - other parties such as the National Disability Insurance Scheme (NDIS) support workers, and then only with the family's permission
- Educators shall 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 Support Meetings for discussion, through the Student Well Being Procedures.
- Individuals will be allowed access to their personal information upon request. Authorised persons may request to view any information kept on their child.
- The preschools 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