

<b>TITLE:</b>	<b>MANAGEMENT OF RECORDS PROCEDURE</b>
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<b>Related documentation Policies/Procedures:</b>	<b>Administration of First Aid Authorisations and Refusals Code of Conduct Confidentiality Procedure Delivery of children to/collection of children/parental access Dealing with medical conditions Determining the responsible person present Excursions Keeping a register of FDC Educators</b>
<b>Regulation/s/ Standards:</b>	<b>National Regulations 160-164, 178-179, 182-183 NQS 7.2.1, 7.3.2</b>
<b>Date effective</b>	<b>September 2017</b>
<b>Date for review</b>	<b>September 2019</b>
<b>Purpose</b>	<b>To protect the interests of children, families and staff and the integrity of business records whilst maintaining ongoing compliance with the National Law and National Regulations.</b>
<b>Responsibility</b>	<b>Directors, Management, Staff, Educators and Relief Educators</b>

#### Key information

Directors, Management, Staff, Educators and Relief Educators must ensure that records for which they are responsible are:

- up to date,
- include all information required, and
- Accurate.

#### Obligations

- It is the obligation of all partners in Armidale & District Family Day Care to maintain the integrity of confidential information obtained by the service and by any individuals in the course of undertaking their duties;
- The obligation not to misuse confidential information arises even if there is no contractual relationship between the partners.

#### Procedures

- To keep personal information obtained by AFDC secure and confidential, all partners must only disclose information obtained in the course of providing education and care when the disclosure is:

- relevant to the purpose for which the information was obtained,
  - necessary to prevent or lessen a threat to life or health,
  - consented to in writing by the person providing the information,
  - mandatory under the Children (Care and Protection) Act 1998, or
  - Information Exchange Child Protection - sharing information with other agencies that relates only to the safety, welfare and wellbeing of a child or young person.
- AFDC must only collect information necessary for the effective operation of AFDC,
  - Provide a copy of records (unless prevented by court order) when requested,
  - Store information and records in a secure manner to prevent accidental or purposeful access by unauthorised persons,
  - Amend incorrect or misleading information and update records as required, e.g. health records, court orders, etc. and
  - Inform the Board of Directors of AFDC and relevant partners where confidentiality has been breached through theft, loss of data – 3 years, or accidental or deliberate acts.

### Retention of Records

AFDC will retain records for the periods required in accordance with:

- Australian Tax Office legislation – 5 years,
- Fair Work Act – 7 years for employee records,
- Family Assistance Law – 3 years,
- Education and Care Services National Law Act 2010 –
  - : Minor accident, illness, injury, trauma notifications for children – kept until child is aged 24,
  - : Death of child – records kept for 7 years,
  - : Any other record – 3 years.
- ASIC Legislation –
  - : Minutes of Board, Special & General meetings – 5 years,
  - : Financial Report & associated documentation – 5 years,
  - : Annual ASIC Reports and Notices of Change to Company Directors.