

## ARMIDALE & DISTRICT FAMILY DAY CARE

### CONFIDENTIALITY PROCEDURE

<b>Related documentation</b> <b>Policy/policies:</b>  <b>Regulation/s/ Standards:</b>  <b>References:</b>	Code of Ethics Conflict of Interest Governance Management of Records Privacy National Regulations 182, 183 NQS 4.2, 5.1.2, 6.1  Care and Protection Act 1998 Chapter 16a Moin & Associate, lawyers, 2007
<b>Date effective</b>	September 2017
<b>Date for review</b>	September 2019
<b>Purpose</b>	To ensure the non-disclosure of personal and private information of partners within AFDC
<b>Responsibility/applies</b>	Directors, Management, Staff, Educators and Relief Educators

#### Key information:

- Confidential information is information not in the public domain.
- The key partner groups in AFDC, the members of which should be bound by this procedure are:
  - Directors
  - Management
  - Coordination Unit Staff, and
  - Educators

#### 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.
- Only collect information necessary for the effective operation of AFDC
- Provide a copy of records (unless prevented by a 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.
- Inform the Board of Directors of AFDC and relevant partners where confidentiality has been breached through theft, loss of data or accidental or deliberate acts.