

ARMIDALE & DISTRICT FAMILY DAY CARE

Privacy Policy

Related documentation Policy/policies:	Confidentiality Policy Complaints Handling Policy Governance Policy
Regulation/s/ Standards:	Educational & Care National Regulations 4.7 <i>Leadership & Service Management, Clause 182 & 183.</i> <i>National Quality Standard 7.1.2</i>
Related procedures:	<i>Management of Records</i>
References:	<i>Privacy Act, 1998</i> <i>Australian Privacy Principles;</i> <i>Dept. of Education Child Care Handbook, 2016</i>
Date effective	14 February 2017
Date for review	14 February 2019
Purpose	To protect the rights of the individual to privacy and guide the responsible handling of personal information
Responsibility	AFDC Board of Directors, Management, staff and educators.

Key information:

AFDC collects and administers a range of personal information from individuals that is necessary for our activities and the services we provide. AFDC will only use this personal information for the purposes for which it was collected.

Policy:

Armidale & District Family Day Care Ltd. will :

- Only collect the information which we require for our primary purpose,
- Ensure that individuals are informed of why we collect the information, and how it is administered,
- Only collect information from the individual, unless they have given consent otherwise,
- Store information securely, protecting it from unauthorised access,
- Only use information without the individual's consent in order to deal with a serious or imminent threat to any person's health or safety or as required by pre-existing legislation,
- Provide individuals with access to their own information, and the right to seek its correction.

Access Procedure

AFDC :

- Has a formal procedure for handling requests from individuals for access to their personal information (*Attached Appendix A*),
- Will acknowledge requests for access to personal information within four two business days and comply with the request within 28 business days,
- Will not charge individuals a fee for access to their personal information, but may seek to recover the costs involved in providing access to that personal information.

Denial of Access

AFDC may deny an individual access to personal information if:

- providing access would be unlawful or proscribed by pre-existing legislation, or
- the information relates to existing or anticipated legal proceedings between AFDC and the individual and the information would not be available by normal legal discovery channels.

Complaints and Feedback

If an individual wishes to make a complaint about a breach of the *Privacy Act* or the *Australian Privacy Principles*, AFDC will take reasonable steps to investigate the complaint and respond to the individual.

If the individual is not happy with AFDC's response, they may complain directly to the Australian Privacy Commissioner.