

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Confidentiality Procedure*

<b>Policies:</b>	Code of Ethics, Governance, Privacy
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations 182, 183- 89,136,137, 153 National Quality Standards 4.2, 5.1, 6.1, 7.1
<b>Related procedures:</b>	Management of Records
<b>References:</b>	Moin & Associates, Lawyers, 2017 Privacy Act
<b>Date effective</b>	November 2023
<b>Date for review</b>	November 2025
<b>Purpose</b>	To ensure the security of and non-disclosure of personal and private information relating to all Armidale Out of School Hours care Partners
<b>Responsibility</b>	Board of Directors, Management, Nominated Supervisor and Educators.

#### **Key information:**

Confidential Information is information that is not in the public domain. The key partners to whom this statement relate and who should be bound by this procedure are:

- Directors
- Management, and
- Armidale Out of School Hours Care Educators.

#### **Obligations**

It is the obligation of all Armidale Out of School Hours Care partners to maintain the integrity of confidential information obtained by the service and by any individual 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 Armidale Out of School Hours Care and relevant to the provision of education and care where 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, and
  - Mandatory under the Children and Young Person's (Care and Protection) Act or an exchange of information related to Child Protection; sharing information with other agencies related to the safety, welfare and well-being of a child or young person (*Clause 16a;*)

- Only collect information which is relevant to the operations of Armidale Out of School Hours Care;
- Provide a copy of records (unless prevented by Court order) to parents or guardians when requested;
- Store information in a secure manner to prevent accidental or purposeful access by unauthorised persons;
- Amend incorrect or misleading information and update records as required, and
- Inform the Board of Directors if confidentiality has been breached through theft, loss of data or deliberate acts.