Privacy, Security and Confidentiality of Records Policy

The Peter Toms Early Learning Centre aims to provide the highest possible standards of services for all families. While protecting an individual’s privacy is important to us we will sometimes need to collect personal information from families/educators about themselves and children for The Peter Toms Early Learning Centre.

What information do we collect, why and how it is used?
For basic information such as name, date of birth, medical details, routines, address and phone numbers along with any specific requirements of a child, parents/guardians will be directly contacted. These will be made up into a personal file on each child to ensure that all their specific needs are met.

Some of the information we collect is to meet legal requirements. When applicable, The Peter Toms Early Learning Centre is obligated to provide legal institutions with personal information about yourself and your children. Examples of these institutions include The Family Law Court, Department of Health and the Department of Community Services.

We can assure that our families’ privacy is deeply important to us and that;

- Provided information will only be used by staff in order to deliver the best possible education/care for your child.
- Only your consent would allow us to provide personal information to people uninvolved in the education/care of your child.
- You will be given access to all records kept, including copies if asked for.
- Our records about your family will be as up to date as possible.
- Our records will be kept in a safe place in order to protect them being lost or misused.
- All employed at The Peter Toms Early Learning Centre respect these principals at all times.
- If a trainee/student has a valid reason for needing to see these records, for example, training requirements, the student must have written consent from the family and the Director.

If you have any concerns or questions about the way your personal information is being managed please contact the Director.
Legislative Requirements
Federal
Privacy Act 1988
Information Privacy Principles as stipulated in the Privacy Act 1988
Fair Work Act 2009
United Nations Convention of the Rights of a Child
Early Childhood Australia Code of Ethics 2006
National Childcare Accreditation Council
Victoria
Information Privacy Act 2000
Health Records Act 2000
Freedom of Information Act 1982
Sources
Federal
National Childcare Accreditation Council
Victoria
Information Privacy Act 2000
Health Records Act 2000
Freedom of Information Act 1982
Review
The policy will be reviewed annually by:
  • The Peter Toms Early Learning Centre staff
  • Families
Policy created: 16th July 2010