

Policy Title:	Privacy
Effective Date:	14 th December 2010
Review Date:	As necessary under the Policy and Procedure Development Policy

POLICY STATEMENT

Inner City Care (ICC) acknowledges and respects the privacy of individuals and will comply with the requirements of the *Privacy Act 1988*.

BACKGROUND AND CONTEXT

ICC is required under the *Privacy Act 1988* (Cth) ("the Act") to comply with the National Privacy Principles (NPP) in respect of the collection, use and disclosure of personal information from individuals.

SCOPE AND PURPOSE

ICC may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to its operations and practices, and to make sure it remains appropriate to the changing environment.

Under the Act, the NPPs do not apply to an employee record. Therefore this Privacy Policy does not apply to ICC's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between ICC and an employee.

DEFINITIONS

All words used have the definitions set out in the *Privacy Act 1988*.

POLICY DETAIL/ BUSINESS RULES

Collection of personal information

The type of information that ICC collects and holds includes personal information, which may include sensitive information, about pupils and parents/guardians before, during and after the course of a pupil's enrolment at ICC. It may also collect information about other people who come in contact with ICC.

ICC only collects personal information that is necessary for one or more of its legitimate functions or activities, and it only collects this information by lawful and fair means. ICC will generally collect personal information by way of forms completed by parents/guardians, through face-to-face meetings and interviews, and telephone calls.

In some instances ICC may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another facility.

How ICC will use the information provided

ICC will use the personal information it collects for the primary purpose of collection which is to provide long day care to children. In relation to the personal information of students and parents/guardians, ICC's primary purpose of collection is to enable it to provide long day care for the students. This includes satisfying both the needs of parents/guardians and the needs of the students throughout the whole enrolment period. The purposes for which ICC uses personal information include but are not limited to:

- keeping parents/guardians informed about matters relating to their child's care, through correspondence, newsletters and magazines;
- administrative matters;
- looking after children's educational, social and medical requirements;
- satisfying ICC's legal obligations and allowing it to discharge its duty of care;
- fulfilling legislative requirements such as Public Health and Child Protection laws.

In some cases where ICC requests personal information about a parent/guardian or child, if the information requested is not obtained, ICC may not be able to enroll or continue the enrolment of the student.

Disclosure of information

ICC will only disclose the personal information it has collected for that purpose, and may be disclosed to:

- another facility;
- government departments as required or authorised by law;
- medical practitioners;
- people providing services to ICC, including visiting teachers and other special services providers;
- anyone you authorise ICC to disclose information to.

The treatment of sensitive information

Sensitive information is information or opinion about an individual's racial or ethnic origin political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health information. ICC may ask for medical reports about children from time to time.

Sensitive information will be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose, unless consented to by the individual, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

ICC staff are required to respect the confidentiality of children's and parents/guardians' personal information and the privacy of individuals. It has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including the locked storage of paper records and the use of password access rights for computerised records.

ICC takes all reasonable steps to destroy or permanently de-identify personal information when it is no longer needed for any purpose.

The NPPs require ICC not to store personal information for longer than necessary.

Updating personal information

ICC takes reasonable steps to make sure that the personal information it collects is accurate, complete and up-to-date. Anyone may seek to update their personal information by contacting the Director at any time. The Director fulfils the role of Privacy Officer at ICC.

Checking what personal information is held by ICC

Under the Act, an individual has the right to obtain access to any personal information which ICC holds about them, and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the Act which include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of ICC's duty of care to the child.

Any request for access to information ICC holds should be in writing addressed to the Privacy Officer. ICC must validate the identity of the individual seeking access and will not charge a fee for this information.

Consent and rights of access to the personal information of children.

Generally, ICC will refer any requests for consent and notices in relation to the personal information of a child to the child's parents/guardians, and it will treat consent given by parents/guardians as consent given on behalf of the child, and notice given to parents/guardians will act as notice given to the child.

Parents/guardians may seek access to personal information held by ICC about them or their child by contacting the Privacy Officer.

All staff are responsible for complying with this policy.
The Centre Director is responsible for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

The Privacy Act 1988.
Education and Care Services Regulation and Law 2011.

APPROVAL

Approved by Management Committee	
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Resolution number:	
Policy Owner:	Inner City Care
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