

	<b>POLICY CS-0004.B</b>
 <b>MACQUARIE</b> University	<h1>CONFIDENTIALITY</h1>

<b>Purpose</b>	To ensure that information gathered on children, families and staff remains confidential and are only shared with the relevant agencies when required and after gaining permission.
<b>Overview</b>	A parent is defined as someone who has legal responsibility for a child. This may be a natural parent (through birth) or a legal guardian (legally appointed) but does not include a parent who is prohibited by a court order from having contact with the child.
<b>Scope</b>	All Children's Services
<b>The Policy</b>	<p>The staff and management of the Centre will:</p> <p>In regards to seeking written and verbal information:</p> <ul style="list-style-type: none"> <li>Only ask for the information we require in order to meet our legislative requirements (licensing) or in regards to the health and safety of the children.</li> </ul> <p>In regards to storage of written information:</p> <ul style="list-style-type: none"> <li>Ensure all information about families, staff and children will be kept in a lockable cupboard or electronically and will be accessible by authorised persons only. Ensure that the people who supply the information have an understanding of who will be given access to the information they have supplied</li> </ul> <p>In regards to conversations with families, children and Staff:</p> <ul style="list-style-type: none"> <li>Ensure conversations of a confidential nature with staff, children and families will remain confidential and only shared with necessary people.</li> <li>Do everything possible to ensure that these conversations can occur in a confidential place at a mutually convenient time.</li> </ul> <p>In regards to sharing information:</p> <ul style="list-style-type: none"> <li>Only allow authorised people to access the information gathered by the centre. This includes Centre staff (if the information is imperative to the provision they provide for the child the information is about).</li> <li>If the information is required to enable the Centre to fulfil its child protection requirements: Chapter 16A of the <i>Children and Young Persons (Care and Protection) Act 1998</i> prioritises the safety, welfare, and wellbeing of a child or young person over an individual's right to privacy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Other information may be provided to other governmental agencies if required but the people who the information is about will be informed prior to this occurring (for example, upon enrolment, the families will be informed that information regarding their attendance hours will be provided to Centrelink for the use of determining the child care rebate.).</li> <li>• In regards to photographic and video images of children, parent's will be asked to provide written permission to allow their child to be photographed or filmed upon enrolment with specific information provided regarding how these images will be used and who will have access to them.</li> </ul>
<b>Keywords</b>	Record Keeping

---

<b>Date Approved</b>	21 February 2012
<b>Signature</b>	
<b>Approval Authority</b>	CEO of U@MQ Limited
<b>Date of Commencement</b>	21 February 2012
<b>Amendment Dates</b>	September 2017
<b>Date for Next Review</b>	June 2018
<b>Related Policies, Work Instructions, Forms or Manuals</b>	National Quality Standards: QA 7 Child Safe Environment Policy Children's Authorisation Form
<b>Policies/Rules Superseded by this Policy</b>	CS-0004.A