



## Confidentiality and Privacy Policy

### **Introduction**

BECIS is required to maintain private and confidential files for staff, children and their families. These records will be securely stored and maintained according to the National Privacy Principles (stated below).

In order to provide appropriate and responsive services it is necessary to record personal information from families. This information will be maintained and managed in a private and confidential manner.

The Centre community will uphold the highest standards in ethical conduct in accordance with:

- Early Childhood Intervention Australia Code of Ethics
- The United Nations Convention on the Rights of the Child (1989)
- The Privacy Act 1988 (Privacy Act), Amended 2000

Strict confidentiality is observed by the staff and Board of this Service. This includes personal information pertaining to staff members. Only relevant information is kept in individual files.

### **Procedures**

Files relating to each child and family are kept in a secure place. Predominantly electronic files are kept using the ECHIDNA database. In the case of current paper-based client files, staff members must ensure that files are placed in the BECIS' central filing cabinets at the end of each day; these cabinets are locked overnight. Files must not be removed from BECIS without permission from the Management Team.

Files are only available to the following persons:

- parents/caregivers (to their own file)
- the Management Team and staff authorised by the Management Team
- a person authorised by law to inspect specifically stated records
- funding body personnel may have access to specific information pertaining to funding requirements when authorised by the parent/carer
- any person authorised in writing by the parent/caregiver of the child.

## Privacy Policy

**Aim:** To comply with the Australian Privacy Principles (APPs), which set out standards for the collection, use, disclosure and handling of personal information.

### **NPP1 - Collection:**

Information that is gathered will be limited to that which is necessary for the care and education of the child and to comply with relevant legislation. In each instance of collection, for family and staff, the organisation's identity, purpose, access, storage, disclosure entitles and disposal of laws governing the collection will be provided.

**NPP2 - Use and Disclosure:**

Personal Information – We do not use or disclose personal information for any purpose that is unrelated to our Service and that families’ would not reasonably expect (without families’ consent).

This Service has a duty to maintain the confidentiality of client families’ affairs, including personal information. This duty of confidentiality applies except where disposal of client families’ personal information is at their request or compelled by law.

With families’ consent, personal information is disclosed to third parties who assist this Service or are involved with the provision of our services.

**NPP3 - Data Quality:**

Reasonable procedures will be followed for insuring personal information will remain accurate, current and complete. Responsibility for update of information falls to both the parent/guardian and the Service.

**NPP4 - Data Security:**

Personal information will be kept from misuse, loss, unauthorised access, unauthorised modification or disclosure as outlined in this Policy. Information no longer required will be de-identified and disposed of appropriately.

**NPP5 - Openness:**

The person who has provided the information has the right to access their information kept by the Service.

**NPP6 - Access and Correction:**

Individuals must be provided access to their personal information and be allowed to correct or explain something with which they disagree.

**NPP7 - Identifiers:**

Government identifiers, such as Medicare numbers/NDIS numbers/Centrelink numbers or Provider numbers etc. can only be used for the purpose for which they were issued and supplied.

**NPP8 - Anonymity:**

Anonymous transactions such as surveys, complaints, suggestions etc. wherever possible will be available.

**NPP9 - Transfer Data Flows:**

Information will not be transferred from this Service without consent from the information provider and/or the person concerned.

**NPP10 - Sensitive Information:**

This relates to information about an individual’s religious beliefs, racial or ethnic origin, philosophical beliefs, political opinions, membership of a political association, membership of a trade union, sexual preferences or practices, criminal records or health information.

In the event of a data breach, BECIS would refer to Office of Australian Information Commissioner (2018) *Data Breach Preparation and Response – A guide to Managing Data Breaches in accordance with the Privacy Act 1998* published by the Australian Government.

**Related Proformas:**

- Consent form
- NDIS Code of Conduct
- BECIS Code of Conduct
- Volunteer Code of Conduct
- Student Code of Conduct

**Links to:**

- National Disability Insurance Scheme Act 2013
- National Disability Insurance Scheme (Quality Indicators) Guidelines 2018
- National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018
- NDIS Quality and Safeguards Commission – [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

**Sources:**

- ECIA Code of Ethics
- United Nations Convention on the Rights of the Child (1989)
- National Privacy Principles Fact Sheet 2
- Office of Australian Information Commissioner (2018) Data Breach Preparation and Response – A guide to Managing Data Breaches in accordance with the Privacy Act 1998

Applies to: All staff	Version: 1.06
Specific responsibility: Management Team	Date approved: 21 Feb 2014, reviewed May 2014, January 2018, May 2018, August 2020, May 2022
	Next review date: 2025