

7.3 CONFIDENTIALITY OF RECORDS

Policy Statement:

Mackay Family Day Care Scheme will abide by all legislative requirements in relation to the management and storage of records.

Committee members, staff and educators will unavoidably receive and handle personal and private information. Mackay Family Day Care Scheme is committed to ensuring this information is protected.

Background:

The Education and Care Services National Regulations require an approved provider to ensure that policies and procedures are in place for managing visitors to family day care residences while education and care is being provided to children.

Legislative requirements:

Section/regulation	Description
Regulation 169	Additional policies and procedures – family day care service.

Procedures:

1. Scheme staff and educators will take reasonable steps to ensure that records are accurate, complete and up to date.
2. Records kept by the scheme and by educators at their residence, will be stored in a secure place.
3. All records will remain confidential and will only be made available to those who have a lawful right to access them. Information will not be disclosed to another party without the consent of the individual concerned unless it is a legal requirement to do so.
4. Any information received or transmitted via mobile phone (including text/sms) or other electronic device (example e-mails) shall be treated with the same confidentiality as any other written form of communication and must be stored confidentially.
5. All records held about families, children, educators and staff who have left the service will be archived for the specified time. Once these records can be lawfully destroyed they will be shredded in a secure manner.
6. Any matters discussed at the executive meeting of the management committee will remain confidential.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2017 April	2018 October 2020 April 2021 December 2023 September 2025 July		2018 October 2020 June 2022 March 2024 January	• Education and Care Services National Regulations 2011