

Mitcham Village Kindergarten

PRIVACY OF INFORMATION POLICY

RATIONALE

Mitcham Village Kindergarten staff are committed to supporting the confidentiality of information provided by families.

STRATEGIES

COLLECTION OF PERSONAL INFORMATION:

- Any information collected will enable us to undertake kindergarten administrative and student care responsibilities.
- Collect relevant statistical information.
- Report to other government authorities and funding agencies as required by DECD.
- Undertake an analysis of the composition and performance of the student population.
- Certain other information may be requested is required to be collected in order to meet the requirements of the Children's Services Act.

DISCLOSURE OF PERSONAL INFORMATION

The disclosure of personal information assists Government employees and is regulated by the Information Privacy Principles (Department of Premier and Cabinet Circular No12.). Personal information will only be disclosed to State and Commonwealth public sector agencies for the above purposes as permitted by those principles. We will not otherwise disclose information to others without your consent.

HEALTH INFORMATION

Health information is requested to plan for student health care needs. Further detailed information will be requested if a student requires health support from the kindergarten staff or to ensure your child's safety at kindergarten.

For a child who is ill or injured, the kindergarten may use or disclose such health information on a needs basis to emergency care providers. This is in accordance with the privacy principles and this information is only disclosed to approved first aid and emergency medical assistance.

The failure of parents/guardians to provide all up-to-date information means that the kindergarten is limited to providing only standard first aid care.

ACCESS TO PERSONAL INFORMATION:

- Access may be requested to any information we hold about a child by a parent or guardian and that access must be given at all times.
- A more detailed outline of DECD policies with respect to the management of personal information may be obtained by request to the Mount Barker Office, 8391 4705

CONCLUDING STATEMENT

This policy has been developed by the staff team in consultation with the Governing Council.

This policy will be reviewed and evaluated regularly by both staff and the Governing Council and modified as required to ensure continued relevance for the centre.

This policy was endorsed by the Governing Council on:

Date:

Chairperson:

Director:

Review date: