



St Joseph's School
PORT LINCOLN
In all things love

Privacy and Confidentiality Policy

Policy Statement

Our service recognises that every individual has the right to ensure their personal information is accurate and secure, and only used or disclosed to achieve the outcomes for which it was initially collected. Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

Background

The Education and Care Services require approved providers to ensure they have policies and procedures in place regarding privacy and confidentiality of records. This policy strives to ensure the privacy of individuals at the service is maintained at all times.

NQS

QA4	4.2.2	Professional standards - Professional standards guide practice, interactions and relationships.
QA5	5.1.2	Dignity and rights of the child - The dignity and rights of every child are maintained.
QA7	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.

National Regulations

Regs	181	Confidentiality of records kept by approved provider
	181-184	Confidentiality and storage of records

Related Policies

Educator and Management Policy

Catholic Schools and Catholic Education Office Diocese of Port Pirie Privacy Statement



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Implementation

The Catholic Schools and Catholic Education Office Diocese of Port Pirie Privacy Statement applies to all information collected and held by the Service.

Sources

National Quality Standard

Education and Care Services National Regulations

Privacy Act 1988 (includes Australian Privacy Principles)

United Nations Convention on the Rights of the Child

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties