

# Privacy and confidentiality



In order to protect children and better provide its services, Jabiru Kids seeks and deals with personal and sensitive information relating to families, children and others. Jabiru Kids respects the privacy of all individuals and seeks only information which it needs for these purposes and handles that information with confidentiality and sensitivity and in keeping with legal requirements.

Our service supports the principles of privacy and confidentiality. Types of information we collect includes personal information on employees, children and families which is used in the operation of our service. Personal information collected includes: - names, addresses and contact numbers for family members, children's medical details, qualifications, recognised training and/or positions, places of employment.

## Procedures

Jabiru Community Youth and Children's Services complies with the Privacy Principles under the Privacy Act, 2000 (Commonwealth) through this policy.

Jabiru Community Youth and Children's Services gathers only the information it needs in order to provide its services and protect and care for children and Educators.

Jabiru obtains the written consent of persons to the use of the information by Jabiru Kids in connection with providing the services, delivering the program and complying with its Duty of Care to children, employees and other persons, including those giving the information. The service may seek permission to share relevant information as required by law. This is done through the enrolment and other related procedures as new information is received.

Jabiru protects the rights of the individual's privacy by ensuring that information collected is stored securely in a locked filing cabinet.

Records of Jabiru Kids are only to be accessed by persons who need them for a reason for which the person giving the information has consented to it being used or, strictly in the case of emergency, to fulfil the Service's Duty of Care and responsibilities to the children.

All records pertaining to any child incident, illness, injury or trauma will be kept until the child reaches the age of 25.

The Program Site Manager will ensure that children's records are reviewed and updated at least twice per year and otherwise immediately after receiving a request from a parent/guardian to update any detail in the child's record.

The service will ensure:-

- Fair and open information collection practices;
- Processes and practices that ensure information collected about individuals and families is accurate, complete and current; and
- Limiting the use and accessibility of personal information.

