



Privacy Policy

Written By: Kristy Smith
Version: 1
Approved By: Puckapunyal and District Neighbourhood Centre Committee
Endorsed By: The Executive Committee, 15th May 2020.
Date for Review: *15th May 2021*

Table of Contents

Purpose	2
Policy	2
Background.....	2
Procedures	3

Purpose

To ensure that Little Footsteps Occasional Care complies with the Information Privacy Act 2000 and the Health Records Act 2001 and to familiarise centre users/participants and childcare users of the principles of this privacy legislation.

Policy

Little Footsteps Occasional Care respect the privacy of all individuals. Furthermore, Little Footsteps Occasional Care is committed to ensuring that all staff involved in the organization comply at all times with their obligations under the Information Privacy Act 2000 and the Health Records

Act 2001. The aforementioned Acts are based on Privacy Principles that can be briefly summarised as:

Personal information (and/or health information) should be used for the purpose for which it was collected and safeguarded from misuse

Background

- Little Footsteps Occasional Care currently collects/holds personal information in relation to its employees and childcare users.
 - Little Footsteps Occasional Care only collects personal or health information that is required to provide centre users/participants and childcare users with services that meet their needs.
- Little Footsteps Occasional Care contractual obligations to various funding bodies requires the collection of information in relation to participants/students/centre and childcare users. This information includes, but is not limited to :
 - Home address, gender, date of birth, nationality, personal background, employment category health issues and educational qualifications
- Little Footsteps Occasional Care collects personal and health information in relation to its Employees and childcare users in order to meet workplace, health and safety and insurance obligations.

Procedures

- Little Footsteps Occasional Care will collect information only if necessary for an identified lawful purpose
- Little Footsteps Occasional Care will ensure that the person involved knows for what purpose the information is collected
- Little Footsteps Occasional Care will use and disclose information only for the purpose for which it was collected
- If the information is to be used or disclosed for other purposes, Little Footsteps Occasional Care will seek the person's consent prior to disclosure
- Little Footsteps Occasional Care will not disclose information unless required to do so by a legal authority
- Little Footsteps Occasional Care will endeavour to ensure that the information is accurate before using it
- Little Footsteps Occasional Care will implement security safeguards and disposal procedures to reduce risks of unauthorised access, use, modification and disclosure
- Little Footsteps Occasional Care will remove personal information from our system when it is no longer required, unless bound by archiving guidelines
- Little Footsteps Occasional Care will ensure that the person can exercise their right to have access to, and seek to correct, information held by the centre
- Little Footsteps Occasional Care will provide avenues for the person to find out more about how their information is handled, and complaint procedure if they believe their information has not been handled in accordance with the relevant privacy principles