



Statement of Confidentiality

This Statement of Confidentiality is applicable to the Service Coordinators, Educators, ancillary staff, volunteers, students, Approval Provider (School Council) and Nominated Supervisor, who as a condition of their association with the Service, agree to the following statements:

All parties respect the rights to privacy of enrolled children and their families, the Coordinator, educators, staff, students, volunteers, the School Council, the OSHC management sub-committee members and their families, and comply with the National; Privacy Principles (NPPS') included in the Privacy Act.

Information pertaining to children and their families, the Coordinator, educators, staff, students, volunteers, the School Council, the OSHC management sub-committee members and their families, is not discussed or made available to any other person who has not been authorised by the aforementioned parties except in circumstances involving an authorised government officer covered by legislation. This includes any discussions about the service or any of the above name persons on social media platforms and websites.

Information about individual children or their families is only discussed with authorised persons within the Service. All discussions relating to individual children and their families by educators, staff, students, volunteers, School Council or the OSHC management sub-committee members will be on confidential, professional basis.

Information about a staff member and their families is not discussed with other staff at the service **or** with any other person within or external to the service without the staff members consent

Photos of children of any information that may identify a children of their family are not publicised on social or digital media sites of used for any purposed without the specific written consent from the authorised family member.

Information pertaining to the service's confidential business transactions is not discussed with any other person within or external to the service except where this is within the staff or School Council/OSHC management Sub-Committee member's professional work at the service.

I agree to abide by the above confidentiality principles:

Print Name: _____

Position: _____

Signed: _____

Date: _____