

Privacy – Policy QO160

POLICY STATEMENT

Ōtātara Children's Centre will comply with the Privacy Act 2020 at all times.

Parents/whānau have the right to access and/or to correct and/or take away information pertaining to their child.

Personal information given to the centre by whānau at enrolment will be used only for the purposes stated on the enrolment form.

Ōtātara Children's Centre has a designated Privacy Officer, the Centre Manager, who is familiar with the responsibilities and implications of the Privacy Act 2020.

PROCEDURE

All personal information the Centre collects about children and their families is for a lawful purpose connected with the Centre.

All information collected from the parent/caregiver to cover requirements required under the Licencing Criteria and Regulations will be stored in the child's personal, confidential file.

Any information collected from another source, ie, the Ministry of Education, community health, etc will be added to the child's folder with a note re. where it came from and the date.

The children's files are kept in a cabinet, in the office. The Centre will take all reasonable precautions to safeguard all information against loss or improper use.

Where the Centre has collected personal information the parent concerned is entitled to request a correction of information. This allows information, as far as possible, to be accurate and up to date – any correction is to be initialed and dated.

The Centre is required to document children's progress and involvement in the Centre programme. Parents are able to have access to their child's portfolio which is stored digitally. Parents become the administrator to their child's portfolio and have control over who else is invited to have access.

When a child leaves the Centre we cut our access to the portfolio. The parent has life long, free access to it.

For the effective running of the Centre, the following records/charts are on display within the Centre for parents' information:

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.

- Toileting, sleeping charts are available to see daily
- Accident records - parents have access to the page relating to their child
- Medicine and Illness charts
- Disclosure of information - staff will ask parent permission before disclosing any family's personal information to another individual

PHOTOS VIDEOS AND OBSERVATIONS IN THE CENTRE

Permission to observe photograph and video children for various purposes is asked for on the enrolment form.

If requested by whānau, permission to use photos, videos or observations for specific purposes will be sought at the time.

Document information – Office use only	
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Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
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