



**Early Childhood  
Australia**  
A voice for young children

## POLICY

# Confidentiality and Privacy

**Effective Date:** June 2021

**Version:** Following integration

**Due for Review:** June 2022

### Business Need

Early Childhood Australia (ECA) collects and administers a range of information for a variety of purposes. Some of this information is confidential, and therefore restricted in its circulation, for commercial, privacy, or ethical reasons.

The privacy of personal information collected and administered for the purposes of providing support to services through the Inclusion Agency; assisting families to access and plan for the National Disability Insurance Scheme; employment purposes, and; HR requirements within the organisation, is also protected by ECA.

The purpose of this document is to provide a framework for ECA in dealing with confidentiality and privacy considerations.

### Policy Statement

Whilst adhering to the policy and contractual obligations for confidentiality and privacy required by funding bodies, ECA will place the minimum of restrictions on the information it holds, ensuring that such restrictions, as are considered necessary, are observed by staff and volunteers.

As ECA is committed to protecting the confidentiality of information it holds, so too the privacy of personal information which the organisation collects, holds and administers.

ECA recognises the essential right of individuals to have their information administered in ways that they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Confidentiality and Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

ECA is bound by laws that impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

ECA will

- Collect only information which the organisation requires for its primary functions;

- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## **Definitions**

**Confidentiality** refers to personal information shared with other individuals that generally cannot be divulged to third parties without the express consent of the client. There is no specific confidentiality legislation in Australia. It is governed under 'common law'.

**Personal information** is information that directly or indirectly identifies a person.

**Privacy** refers to the freedom from intrusion into one's personal matters, and personal information. Privacy laws regulate the handling of personal information about individuals, whether or not that information is publicly available. Privacy in Australia is regulated by the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APP). In the Northern Territory, Privacy is handled under the Information Act 2002.

## **Responsibilities**

The Company Secretary of ECA is responsible for ensuring the implementation of this policy and for monitoring changes in Privacy legislation.

Staff and volunteers are responsible for ensuring familiarity with this policy and for adhering to contractual obligations for maintaining the confidentiality and privacy of information they collect, administer and store.

Breaches of this policy, if substantiated by investigation, may lead to disciplinary action, up to and including dismissal.

## **Related documents**

[ECA NT Employee Code of Conduct](#)

[ECA NT Digital Media Policy](#)

[ECA NT Acceptable Use of Computers, the Internet and Email Policy](#)

[ECA NT Client Complaints Policy](#)

[ECA NT Employee Grievance Policy](#)

[ECA Code of Ethics](#)

[Privacy Act 1988 \(Cth\)](#)

[Information Act 2002 \(NT\)](#)

## **Authorised**

Company Secretary, Early Childhood Australia, Revised April 2022