



Confidentiality of Records Policy

1. INTRODUCTION

Life Skills & Adventures must ensure all information and records kept are within the requirements of the National Regulations, Privacy Act and Regulations and Family Assistance Law. This policy assists services to ensure that all persons' right to confidentiality of records is maintained at all times.

2. POLICY

Education and Care Services National Regulations

Life Skills & Adventures must ensure that information kept in accordance with the Privacy Act is not divulged or communicated, directly or indirectly, to another person other than;

- a) to the extent necessary for the education and care of the child; or
- b) to the extent necessary for medical treatment of the child; or
- c) a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- d) the Regulatory Authority or an authorised officer; or
- e) as expressly authorised, permitted or required to be given by or under any Act or law; or
- f) with the written consent of the person who provided the information.

The service must ensure that documents set out in Education and Care Services National Regulations (Regulation 177) are kept in a safe and secure place for the length of time outlined in Regulation 183 (2).

All Life Skills & Adventure services must ensure that client financial information, including Direct Debit, creditcard or other confidential information is kept in accordance with best fit for purpose recommendations, including Payment Card Industry Data Security Standards.

Life Skills & Adventures Staff and Volunteers

The service must ensure all documentation in relation to LSA employees and volunteers are stored securely and for the prescribed length of time on the appropriate premise.

The service must give regard to appropriate systems of access to ensure staff and volunteer confidentiality of records.

3. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

4. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy
CEO	Approve the Policy Provide official sign off on the Policy

5. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.