



4:8 CONFIDENTIALITY POLICY

Created: June 2015 / Reviewed: April 2017

OBJECTIVE

To acknowledge the information privacy principles contained in the Privacy Act 1993.

POLICY

At Let's Grow we respect the privacy of the children and their families, staff and volunteers.

We will ensure that all parents and carers as well as staff and volunteers can share information in confidence, and it will only be used to enhance the welfare of the children.

Information shared at Let's Grow is to remain within the centre and is strictly confidential, sharing such information will be a breach of the Employment Agreement.

Such information to remain confidential includes but is not limited to the following:

- Day to day operations of the centre
- Personal information regarding the children and their families
- Personal information and/or opinions regarding staff or Management