

# *Kiddies Campus Policies and Practices*

**Policy Name:**     PRIVACY POLICY

**Trigger Event(s):**

Someone requests information about a child, or a family, that is being held at the Centre.

**Rationale:**

The centre holds confidential information about staff and the children that attend Kiddies Campus, and to a lesser extent, about their parents/caregivers. The information is **not** to be made available to people making inquiries.

**Te Whariki:**

Goal 3 – Well-being: Children and their families are kept safe from harm.

**Recommended Procedure:**

- All requests for information **MUST** be referred to the Director and/or the Supervisor.
- Parents/caregivers are to be granted access to the information held by the Centre about **their** child for the purpose of checking the accuracy of that information.
- When a request for information is received by someone other than the parent/caregiver the Centre is bound by the 'Information Privacy Principles' found in section 22 of the Privacy Act 2020.
- When/if an information request is declined the person will be referred to the Privacy Commissioner.

**NOTE:**

- Oranga Tamariki can request information pursuant to the Oranga Tamariki Act 1989 if they have received information regarding a suspected child abuse situation.
- If we receive such a request the family will be advised that information has been requested unless advised otherwise by Oranga Tamariki.

**Policy Reference Information:**

Privacy Act 2020

Education (Early Childhood Services) Regulations 2008

Oranga Tamariki Act 1989

Our Code of Standards – Commitment to Learners

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