

Ballina River Street Children's Centre

Privacy Online Policy

Introduction

Websites and social media sites can provide information to potential clients on what an organisation offers. A website maintained by the education and care service can support families to make informed decisions about education and care and find out more about if a particular education and care service will suit their requirements. Families are also able to gain contact information or request further information through emails. Social media may be utilised to support enrolled families to communicate and share information.

Goals - What are we going to do?

Ballina River Street Children's Centre's website is maintained to inform families about the activities and the services provided by the organisation. Ballina River Street Children's Centre respects the privacy of educators, children and families. The service seeks to keep all records private and confidential and maintains records according to the National Privacy Principles and the Education and Care Services National Regulations 2011. Ballina River Street Children's Centre develops guidelines with educators in regard to social media participation connected with their work as early childhood educators.

Strategies - How will it be done?

The Nominated Supervisor will:

- Ensure that no confidential information can be gained from Ballina River Street Children's Centre's website. Individuals and services are not obliged to give personal information through the website. However, if an individual chooses to provide information to the centre via email, that information will remain confidential.
- Ensure that information gained via email can only be used by administration staff or management to contact a person, offer or send information about the service and to request feedback on the website or the education and care service.
- Ensure that information gained about users from the website will only be used for statistical research for the education and care service to ascertain future development of the website.

This information will not be available to any other organisations:

- » IP address, the date and time of the visit
- » Pages accessed and documents downloaded on this site
- » Search terms used
- » previous site visited
- » network providers name
- » Any cookies that the browser has presented to the server
- » The browser, operating system and various plug-in that were used in visiting the site.

- Encourage families and educators to give feedback on the website and how it can be improved to meet the needs of the community.
- Not disclose or publish any information related to educators, children or families without written consent from that individual or their family.
- Develop guidelines for educators regarding their participation with families currently connected with the education and care service on social media sites such as Facebook and Twitter.

Educators will:

- Follow guidelines for educators regarding their participation with families currently connected with the education and care service on social media sites such as Facebook and Twitter.

Evaluation

The education and care service's website is an information resource available to prospective families as well as current families and educators and abides by current legislation. The privacy and protection of children, families and educators is not compromised by participation on social media sites.

Statutory Legislation & Considerations

- Privacy Amendment Private Sector Act 2000
- National Privacy Principles - www.privacy.gov.au/materials/types/infosheets/view/6583
- Privacy and Personal Information Protection Act 1998
- ECA - Code of Ethics
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard (3) ACECQA (2011)
- Children and Young Persons (Care and Protection) Act 1998

Sources

- Community Childcare Cooperative Sample Policies
<http://ccccnsw.org.au/resources/nqf/sample-policies>
- Office of the Australian Information Commissioner – www.privacy.gov.au
- Australian Legal Information Institute - www.austlii.edu.au
- Early Childhood Australia - www.earlychildhoodaustralia.org.au
- Guide to developing a Social Media Policy - www.inc.com/guides/2010/05/writing-a-social-media-policy.html