

## HALTON HILLS CHILD CARE CENTRE

### PRIVACY AND CONFIDENTIALITY POLICY

#### **Policy Statement**

The Privacy and Confidentiality Policy safeguards the personal information of each child, family, Board member, staff member and other organizations and/or individuals involved in the Centre.

#### **Introduction**

Personal information is defined as any information; written or spoken, that is about an identifiable individual or situation.

This policy governs the use, disclosure and storage of personal information, adhering to the requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA).

When information is received by a member of the Centre, the person is to determine who should be privy to the information and inform within required channels.

#### **Scope of Authority**

Staff – Receive information and pass to appropriate people, those directly involved.

Management – Guide and monitor information is being shared appropriately.

Board – Not privy to information about children or parents and limited information about staff as outlined in Board Manual; Roles and Responsibilities of Board Members.

Ensure that any confidential information received in the course of work or association of the Centre is maintained confidential and is not communicated to any 3<sup>rd</sup> person, unless allowed by Centre policies and procedures or approved by the Privacy Officer.

#### **Accountability**

##### Board of Directors

- Appoint Executive Director as the Privacy Officer of Halton Hills Child Care Centre.
- Review Privacy and Confidentiality Policy (statement) annually.
- Act within Scope of Authority.

##### Director

- Privacy Officer.
- Provide training to all staff on Privacy and Confidentiality Policy.
- Ensure compliance with Privacy and Confidentiality Policy by all staff.
- Delegates designate based on Chain of Authority to act as Privacy Officer.
- Act within Scope of Authority.

##### Supervisor

- Notify clients of initial enrollment of how their information will be shared.
- Maintain staff and children's files in a secure manner at all times.
- Ensure Confidentiality Agreement completed annually for all board members, employees, volunteers and students.

- Act within Scope of Authority.

#### Staff

- Speak to Director regarding the sharing of confidential information. See Sharing of Information in the Privacy and Confidentiality Procedures and Practices.
- Provide personal information for the purpose of individual files.
- Collect information for the purpose of updating children's files.
- Return any written confidential information upon termination of their employment.
- Act within Scope of Authority.

#### Volunteers/Students

- Provide personal information for the purpose of individual files.
- Act within Scope of Authority.

**Policy approved by Board of Directors on June 20, 2016**