Partnerships with families
2nd March to 6th March 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* making sure we do our best to promote the dignity and rights of each child. This includes always treating children with dignity and respect and teaching children how to treat others this way, giving children opportunities to make choices and express their views, respectfully managing inappropriate behaviour, and implementing activities which promote children’s identity and culture, and breakdown stereotypes. Have you noticed any areas we can improve on? We’d love to hear your ideas! Also do you know there’s a United Nations Convention on the Rights of the Child? You might just see it displayed at our service. If you’d like a copy please let us know
* reviewing our Privacy and Confidentiality Policy. A summary follows:

**Privacy and Confidentiality** **Policy**

* Personal information will be managed openly and transparently in a way that protects an individual’s privacy and respects their rights under Australian privacy laws
* We only collect or use personal information if this is needed to educate and care for children at the service, or to comply with our legal obligations. We take reasonable steps to make sure people know we have their personal information, how we got it and how we'll handle it
* We do not disclose personal information to others unless people would have reasonably expected us to do this or we have their consent
* We aim to keep the personal information accurate, up-to-date and complete
* We have systems and practices to ensure personal information is secure and can only be accessed by those who need the information
* We have a data breach response plan in the unlikely event personal information is lost, or accessed/disclosed without authorisation
* People may access their (or their child’s) personal information and may request the correction of any errors
* We have a dedicated Privacy Officer for privacy matters, including complaints

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor