



**Midvale Early Childhood and Parenting Centre**



## **Confidentiality Statement**

- The approved provider, employees, students, volunteers and families attending the service will respect the rights to privacy of all enrolled children, families and stakeholders of the service.
- Information about individual children or their families will only be disclosed to persons within the service who are considered required to know this information to fulfil education and care requirements. All discussions relating to individual children and their families will be conducted in private.
- Information about an employee member and their family is not to be discussed with other employees or with any person or persons within or outside the service, without the employee's consent.
- Information pertaining to the services confidential business transactions is not to be discussed with any person or persons within or outside the service, except where this is within the capacity of fulfilling job requirements outlined in the persons Position Description document.

I agree to abide by the above statement.

Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_