



Victor Harbor Community Kindergarten
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Confidentiality Agreement

Updated 1-3-2023

Policy Statement

Victor Harbor Community Kindergarten protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and governing council are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfill their responsibilities at the kindergarten or have a legal right to know.

To ensure confidentiality is protected we ask all staff, Governing Council members, and volunteers to sign the following agreement.

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- I have read the Confidentiality policy and will act accordingly to protect the privacy and confidentiality of individuals associated with our kindergarten.
 - I understand any information gathered in my role at the Kindergarten must be treated with confidentiality and to respect individual's right to privacy.
 - Discussions of a confidential matter will not be repeated outside the Kindergarten.
 - Any concerns I may have, I will approach the Kindergarten Director for advice and guidance to ensure confidentiality is upheld.

Name.....

Signature.....

Date.....