

STANDARD 1



Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

1.6.2 The entity's information sharing and record keeping policies and procedures comply with ACSL's information sharing and record keeping guidelines.

ACSL's Information Sharing and Record Keeping Guidelines.

Documentation relating to all aspects of **the safeguarding of children and adults**, including incidents and complaints, must apply the following requirements:

- complete and accurate records are created and maintained for all incidents, complaints, responses, decisions and outcomes;
- records are created at the time of, or as soon as practicable following an incident, complaint, response or decision;
- records are titled, organised and filed logically;
- a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum;
- records are maintained and disposed of in accordance with legislative and statutory requirements, or after a period of 50 years [refer to Indicator 6.1.7], whichever is higher;
- information and/or records are treated as confidential and records are appropriately secured;
- sharing or distribution of information and/or records is restricted to nominated personnel and is conducted in accordance with relevant legislative and statutory requirements; and
- individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent.

Your privacy policy and privacy statement should support your requirements here [refer to Indicator 6.3.6].

It is recommended that there should be reference to the Australian privacy principles:

<https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference/>

Australian privacy principle guidelines: <https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/>

Regarding a privacy statement, there are some key components to identify:

- Scope, the collection of personal information, disclosing and the use of personal information, how individuals can access their personal information and their ability/process to make a complaint.

For an example see [ACSL's Privacy Policy](#).

