



Attachment 2

Letter of acknowledgement and understanding

Dear Employee/Student/Volunteer,

Re: *Confidentiality and Privacy Policy*

Please find attached the *Confidentiality and Privacy Policy*, which outlines how Shine Bright EYM will meet the requirements of the *Victorian Health Records Act 2001* and the *Privacy and Data Protection Act 2014 (VIC)*(or where applicable, the *Privacy Act 1988*) in relation to both personal and health information.

Employees have an important role in assisting the service to comply with the requirements of the privacy legislation by ensuring they understand and implement the *Confidentiality and Privacy Policy*. Therefore, all employees are required to read this policy and complete the attached acknowledgement form.

Please complete this form by and return with your employment pack.

Yours sincerely,

Early Years Advisors

(on behalf of the Approved Provider)

Acknowledgement of reading the *Confidentiality and Privacy Policy*

I, _____, have received, read and understood the
(name)

Shine Bright EYM *Confidentiality and Privacy Policy*

Signature: _____

Date: _____

Please note: this form will be kept with your individual staff record.

Any breach of confidentiality will result in disciplinary action.