ATTACHMENT 3

Letter of acknowledgement and understanding

**Kindergarten**:

**Dear**

Re*:* Privacy and Confidentiality Policy

Please find attached the Shine Bright EYMPrivacy and Confidentiality 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 (Cth)), The Child Information Sharing Scheme under Part 6A of the Child Wellbeing and Safety Act 2005and the Family Violence Information Sharing Scheme under Part 5A of the Family Violence Protection Act 2008in relation to personal, sensitive 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

 (Kindergarten Name)

Privacy and Confidentiality Policy. Therefore, all employees are required to read this policy and complete the attached acknowledgement form*.*

Please return the completed form below by

Yours sincerely,



**Staff Name:**

**Staff Role:**

(on behalf of the approved provider)

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

Shine Bright EYM

Acknowledgement of reading the *Privacy and Confidentiality Policy*

I, , have received and read the

service’s Privacy and Confidentiality Policy.

Signature: 

Date: