



PRIVACY COLLECTION STATEMENT

Our service is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with our *Privacy and Confidentiality Policy* and the *Australian Privacy Principles*.

Each family, staff, volunteers and student is provided with a policy collection statement upon enrolment or commencement of employment.

This statement outlines the type of personal information collected by this service and how information is acquired, used and shared. We will not sell personal information to any third parties. See our full *Privacy and Confidentiality Policy* for detailed information.

Personal information is information that personally identifies and individual, such as a name, residential or email address and includes information relevant to the enrolment process, credit card information, billing records, documentation of a child's learning and development and recording information regarding complaints.

Publicly available information such as information on a public website profile is not considered personal information.

Our service only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the service, pay fees or subscriptions, and provide health or family information to support the inclusion of a child.

Direct Communications

Our service uses individual's personal information to send information by post, email, online communication platform (OWNA) or telephone. Individuals are provided with an opportunity to elect not to receive such information upon enrolment through written notification to the service.

What happens with personal information?

Our service will strive to let individuals know how any personal information will be used at the time of collection. Individuals will be asked if personal information can be used to establish contact with them regarding other aspects of organisational business. Our service will not sell or trade individuals' personal information to other third parties.

Our service collects and uses personal information generally to provide individuals with the information and the services they request, to provide appropriate and relevant information pertaining to the education and care of a child and to continue to improve service quality.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using locked filing cabinets for physical documents and a password protected database, inclusive of two-factor identification for added security.

Any personal information and records not actively being used will be archived, and will remain stored in accordance with the NQF record keeping requirements and destroyed professionally when no longer required to be held.

Access and updating personal information

Individuals may ask to access, update or delete personal information held about them at any time. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information.

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WHAT IS PERSONAL INFORMATION? HOW IS IT COLLECTED AND WHY?

FOR FAMILIES:

WHAT INFORMATION IS COLLECTED?	HOW WE COLLECT INFORMATION?	WHY WE COLLECT THIS?
Medical information, health and immunisation	<ul style="list-style-type: none"> Enrolment form Health care cards – Medicare and health fund information Administration of medication forms Accident, Illness and Injury forms 	To ensure the health and safety of every child as a requirement under the Education and Care Services National Law and Regulations as well as the specific NSW legislation.
Income and financial details, including credit card and banking information	<ul style="list-style-type: none"> Enrolment form Fee payment and purchases 	For the provision of the education and care service and as per Funding agreements with NSW ECED
Contact details of family and emergency contact information	<ul style="list-style-type: none"> Enrolment form Updated details form Authorisation forms 	Required under the Education and Care Services National Law and Regulations and to ensure the health and safety of every child.
Children's developmental records	<ul style="list-style-type: none"> Observations Assessment of children's learning Programming documents Communications with families 	Required under the Education and Care Services National Law and Regulations and to provide a high quality education and care service.
Legal information	<ul style="list-style-type: none"> Enrolment Form Court orders, AVO's or parenting plans 	Required under the Education and Care Services National Law and Regulations
Employment, marital status and nationality / cultural background	<ul style="list-style-type: none"> Enrolment form 	Required under employment legislation and to provide priority of access state legislation
Any information required to be recorded under the National Law and Regulations and other relevant information collected to support the enrolment of a child	<ul style="list-style-type: none"> Enrolment Form Authorisation forms Complaints records 	Required under NSW ECED Funding legislation. Required under the Education and Care Service National Law and Regulations when amending, updating or adding service information via the NQA ITS, including notification of complaints.

FOR BOARD OF MANAGEMENT:

WHAT INFORMATION IS COLLECTED?	HOW WE COLLECT INFORMATION?	WHY WE COLLECT THIS?
Contact Details	<ul style="list-style-type: none"> Board contact details form 	To distribute to staff and board members. Required under the Education and Care Services National Law and Regulations when amending, updating or adding Approved Provider information via the NQA ITS. Notifications include; <ul style="list-style-type: none"> Assessment of fitness and propriety Amendment for Approved Providers, including updating persons with management and control Transfer or amendment of service approval Other Regulator Authority requested information
Working with Children Checks	<ul style="list-style-type: none"> Originals of documents 	Required under the Education and Care Services National Law and Regulations as well as NSW Child Protection Legislation.



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FOR EMPLOYEES:

WHAT INFORMATION IS COLLECTED?	HOW WE COLLECT INFORMATION?	WHY WE COLLECT THIS?
Employment background and restrictions on working with children	<ul style="list-style-type: none"> • Employment record • Prohibition notice declaration for prospective staff members 	Required under employment legislation, to support the Approved Provider to not engage a person prohibited from working in an education and care service.
Working with Children Check, criminal history checks	<ul style="list-style-type: none"> • Originals of documents 	Required under the Education and Care Services National Law and Regulations and NSW Child Protection Legislation.
Approved qualifications and/or evidence of 'actively working towards' approved qualifications	<ul style="list-style-type: none"> • Staff record • Certified copies of documents from registered training organisations or universities • Teacher registration documents • Application, consent and designation of Nominated Supervisor, Responsible Person and Educational Leader positions 	Required under the Education and Care Services Law and Regulations. Required under NSW ECED Teacher registration or accreditation legislation. Required by the Regulatory Authority when amending, updating or adding service information via the NQA ITS including applications for waivers.
Compliance History	<ul style="list-style-type: none"> • Compliance history statement form • Employment record 	Required to support the appointment of a person in day-to-day charge or as Nominated Supervisor under the Education and Care Services National Law and Regulations. Required by the Regulatory Authority when amending, updating or adding service information via the NQA ITS, including; Notifications of change to Nominated Supervisor Nominated Supervisor consent form
Staff entitlements	<ul style="list-style-type: none"> • Payroll records • Tax file number 	Provision of entitlements

FOR VOLUNTEERS / STUDENTS:

WHAT INFORMATION IS COLLECTED?	HOW WE COLLECT INFORMATION?	WHY WE COLLECT THIS?
Contact details of volunteer / student and emergency contact information	<ul style="list-style-type: none"> • Staff record – volunteer or student • Record of visitors to the service 	Required under the Education and Care Services National Law and Regulations.
Working with Children Checks	<ul style="list-style-type: none"> • Originals of documents 	Required under the Education and Care Services National Law and Regulations as well as NSW Child Protection Legislation.