

Document Name	Document Version Number	Review Date
Privacy Collection Statement Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	New Policy

Purpose

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

Scope

Approved Provider, Nominated supervisor, educators, casual staff and families

Definitions

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 an 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 recorded information regarding complaints. Publicly available information, such as information on a public website profile is not considered personal information. This 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. This service complies with the Payment Card Industry Data Security Standards (PCIDSS) when handling credit card transactions and securely stores all credit card information for Direct Debit or credit card payment/efpos payments in accordance with the Fees policy.

Policy Content

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 ◁ Employment record ◁ Immunisation history statement ◁ Health care cards – Medicare and health fund information ◁ Accident, Illness and Injury forms 	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
Income and financial details, includes credit card and banking information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Fee payment and purchases ◁ Tax File Number 	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education and Communities
Contact details of family and emergency contact information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Updated details form 	Required under the Education and Care Services Regulation.

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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 Regulation and to provide a high quality education and care service.
Family Assistance information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ CCSS 	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
Legal information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Court orders or AVOs 	Required under the Education and Care Services Regulation,
Employment, marital status and nationality	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record 	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	<ul style="list-style-type: none"> ◁ Employment record ◁ Certified copies of documents 	Required under the Education and Care Services Regulation.
WWCC, criminal history checks	<ul style="list-style-type: none"> ◁ Employment record ◁ Originals of documents 	Required under the Education and Care Services Regulation.
Staff entitlements	<ul style="list-style-type: none"> ◁ Payroll records ◁ Tax File Number 	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant information collected to support the enrolment of a child	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Complaints records 	Required under appropriate legislation.

Links to Policy

Privacy and Confidentiality Policy
Complaints Policy

Links to Procedure

Privacy and Confidentiality Procedure

Links to Forms

Nil

References

Nil

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010
Education and Care Services National Regulations
NSW Public Health Act 2010.
Family Assistance Law

Associated Records

Nil