

PRIVACY COLLECTION STATEMENT		
What information is collected?	How we collect information?	Why we collect this?
Medical information, health and immunisation	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	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	Enrolment form Employment record Updated details form	Required under the Education and Care Services Regulation.
Children’s developmental records	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	Enrolment form Employment record CCMS	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
Legal information	Enrolment form Employment record Court orders or AVOs	Required under the Education and Care Services Regulation.
Employment, marital status and nationality	Enrolment form Employment record	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	Employment record Certified copies of documents	Required under the Education and Care Services Regulation.
WWCC, criminal history checks	Employment record Originals of documents	Required under the Education and Care Services Regulation.
Staff entitlements	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	Enrolment form Employment record Complaints records	Required under appropriate legislation.
Quality Area 7: Leadership and Service Management Review Date: Updated Feb 2018		

## **Personal 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, 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.

Tathra Preschool will only collect personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child at Tathra Preschool, pay fees and provide health or family information to support the inclusion of a child.

## **Direct communications**

Tathra Preschool uses individual's personal information to send information by post, email or telephone. Individuals are provided with an opportunity to elect not to receive such information upon enrolment or through written notification to the preschool.

If individuals do not wish to receive direct communications, contact the preschool on **64941847** or email: **[tathra.preschool@internode.net.au](mailto:tathra.preschool@internode.net.au)**

## **What happens with personal information?**

Tathra Preschool 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. The preschool will not sell or trade individuals' personal information to other third parties.

This 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/ren, 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 or a password protected database and computer. Information is backed up electronically and securely stored. Data will not be altered or destroyed except in extraordinary circumstances.

Hard copy information is stored at the preschool, which is secured to prevent entry by unauthorised people. Any personal information not actively being used may be archived, in accordance with regulatory requirements.

Personal information will remain on the service database indefinitely until personally advised by a customer that information is to be removed, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory requirements.

## **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. If a customer wishes to make a complaint, please refer to the Complaints Policy.

Individuals requiring access to, or wanting to update personal information, can contact Tathra Preschool on 64941847 or email: [tathra.preschool@internode.net.au](mailto:tathra.preschool@internode.net.au)

## **What happens if there is a notifiable data breach?**

The Privacy Amendment (Notifiable Data Breaches) Act 2017 (the Act) came into effect on 23 February 2018. The Act amends the Privacy Act 1988 to establish requirements for entities in responding to data breaches. In the case of a notifiable data breach Tathra Preschool will :

- Undertake a reasonable and expeditious assessment to determine if the data breach is likely to result in serious harm to any individual affected.

- Promptly notify individuals at likely risk of serious harm.

Notify the Australian Information Commissioner as soon as practicable through a statement about the eligible data breach.

Prepare or update your data breach response plan to ensure you are able to respond quickly to suspected data breaches, and conduct an assessment as required under the NDB scheme.

Will seek information provided by the commissioner :

<https://www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme>

**Updated**

2018

**Review Date**

Next review 2021 or when procedure, practice or legislation changes