

22a. Privacy Collection Statement



Introduction

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 and Confidentiality policy and the Australian Privacy Principles.

Purpose

This statement outlines the type of personal information collected by this centre 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 or contact us at www.tillyschildcare.com.au

Goals – What are we going to do?

The below table details what personal information is collected, how we collect the information and why we need to collect the information we do.

Strategies – How will it be done?

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.
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 and Family Assistance Law.
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.

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 centre 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 and provide health or family information to support the inclusion of a child.

What happens with personal information?

This centre will strive to let individuals know how any personal information will be used at the time of collection. This centre 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 centre, which is secured to prevent entry by unauthorised people. Any personal information not actively being used may be archived, in accordance with regulatory requirements (see attached records and Documents required to be kept)

Personal information will remain on the centre OWNA database indefinitely, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory requirements.

Software and Applications

The Service uses secure, regularly updated software and apps on Service-owned devices for educational, administrative, and communication purposes. Access is protected with individual logins and passwords. Systems such as CCS software, and HR platforms are accessible only by authorised personnel.

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 our Complaints Policy.

Related Legislation

- Education and Care Services National Law Act
- Education and Care Services National Regulations: Regulations 183
- Family Assistance Law (FAL)

Links to other policies and documents

- Privacy and Confidentiality Policy
- Record keeping

Links to Education and Care Services National Regulations: 183)
Links to National Quality Standards/Elements: 7.1

Sources

- Community Early Learning Australia – CELA
- Guide to the National Law and Regulations – ACECQA
- Child Care Providers Handbook (Version 2)