Hills Grammar

Privacy Collections Statement

Policy Statement

The ECEC is committed to maintaining all personal information provided by children, families, educators, staff, volunteers, students and the community.

Each family and educator can access a copy of this privacy collection statement upon enrolment or commencement of employment.

We aim to;

- Provide families, educators and staff with a copy of this statement, informing them of the personal information that needs to be collected and reasons why.
- Inform families and staff of ways they can change their personal information if their circumstances change.

This statement outlines the type of personal information collected by the ECEC and how information is acquired, used and shared.

What information is collected and why:

For Families

What information is collected?	How we collect the information	Why we collect this information?
Medical information, health and immunisation records	- Enrolment form - Interviews prior to starting the ECEC - Getting to know you forms completed by parents - Accident, illness and Injury forms - Administration of Medication forms - Employment record - Immunisation history statement - Medical Plans completed by a General Practitioner	Required under the Education and Care Services National Law and Regulations and to provide high quality education and care to all children
Contact details of family and emergency contact information	- Enrolment form - Employment record - Emails received by families to update details	Required under the Education and Care Services National Law and Regulations and to ensure the health and safety of every child.

Children's Cycle of Planning records	- Data collection - Parent teacher interviews - Curriculum documents - Communication with families (daily and parent teacher interviews) - Reporting documents - Online Seesaw posts - Liaise with other parties e.g. Speech therapists, Occupational therapists	To ensure the health and safety of every child and as a requirement under the Education and Care Services National Law and Regulations.
Family Assistance information	- Enrolment form - Family Assistance (families to make contact with family assistance and provide ECEC with the required details) - Complying Written Agreement (CWA)	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation. Details are required for parents to claim any potential assistance
Legal information	- Enrolment form - Court orders or AVOs - Employment record	Required under the Education and Care Services National Law and Regulations
Employment, marital status and nationality	- Enrolment form - Children's birth certificates collected upon enrolment - Employment record	Required under employment legislation and to provide priority of access
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.

For Educators:

What information is collected?	How we collect the information	Why we collect this information?
Working with Children Check, criminal history check	- Employment record - Originals of documents	Required under the Education and Care Services National Law and Regulations
Staff entitlements	- Payroll records - Tax File Number	Provision of entitlements
Qualifications	- Employment record - Certified copies of documents	Required under the Education and Care Services National Law and Regulations

For Volunteers / Students

What information is collected?	How we collect the information	Why we collect this information?
Contact details of volunteer / student and emergency contact information	- Record of visitors at the ECEC	Required under the Education and Care Services National Law and Regulations
Working with Children Check, criminal history check	- Originals of documents	Required under the Education and Care Services National Law and Regulations

The ECEC only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the ECEC, pay fees and provide health or family information to support the inclusion of a child. Publicly available information, such as information on a public website profile is not considered personal information.

What happens with personal information?

The ECEC will strive to let individuals know how any personal information will be used at the time of collection. The ECEC will not sell or trade individuals' personal information to other third parties.

The ECEC 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?

Hard copy information is stored at the ECEC, in a filing cabinet in the ECEC office. Any personal information not actively being used may be archived, in accordance with regulatory requirements. Data will not be altered or destroyed except in extraordinary circumstances.

Personal information will remain at the ECEC or will be archived 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.

Individuals requiring access to, or wanting to update personal information, can contact the Nominated Supervisor at ECEC on **(02) 9654-5392.**

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.