

PRIVACY COLLECTION STATEMENT

Manly Vale Community Kindergarten 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 and committee member is provided with a privacy collection statement upon enrolment or commencement of employment.

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

What is personal information? How is it collected and why?

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 ▶ Accident, Illness and Injury forms 	To ensure the health and safety of every child and as a requirement under the Family Assistance Law NSW Public Health Act 2010
Income and financial details	<ul style="list-style-type: none"> ▶ Employment record ▶ Tax File Number 	For the provision of the centre and as required under Family Assistance legislation and as per Funding Agreements with DEC
Contact details of family and emergency contact information	<ul style="list-style-type: none"> ▶ Enrolment form ▶ Employment record 	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 ▶ Communication 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 	Required under the Family Assistance 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 	Requirement 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 	Requirements 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, billing records, documentation of a child's learning and development, and recorded information regarding complaints.

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

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

Direct Communications

The kindergarten 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 kindergarten.

If individuals do not wish to receive direct communications, contact the kindergarten directly on 9949 1228 or mvkindy@bigpond.net.au

What happens with personal information?

The kindergarten will strive to let individuals know how any personal information will be used at the time of collection. This kindergarten will not sell or trade individual's personal information to other third parties. The kindergarten collects and uses personal information generally to provide individuals with the information and services they request, to provide appropriate and relevant information pertaining to the education and care of children, and continue to improve service quality.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using locked filing cabinets and a password protected 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 kindergarten, which is secured to prevent unauthorised people. Any personal information not actively being used may be archived, in accordance with regulatory requirements.

Personal information will remain on the centre 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 see the *MVCK Complaints and Feedback Policy*.

Individuals requiring access to, or wanting to update personal information, can contact the kindergarten on 9949 1228 or mvkindy@bigpond.net.au