49 Allnutt Street
PO Box 157
QUIRINDI NSW 2343
Phone: 02 6746189
Fax: 02 67463 266
Email: admin@quirindipreschool.nsw.edu.au

Privacy Collection Statement

Quality Area 7 – Governance and Leadership

Policy Statement

Quirindi Preschool Kindergarten 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*.

Each family, staff, or on commencement in the capacity of a volunteer and student and committee member is provided with a privacy collection statement upon enrolment or on commencement of employment.

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.

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

For Families:

What information is collected?	How we collect information?	Why we collect this?
Medical information, health and immunisation	▪ Enrolment form ▪ Australian Immunisation Record (AIR) ▪ Health care cards – Medicare and health fund information ▪ Administration of medication forms ▪ Accident, Illness and Injury forms	To ensure the health and safety of every child and as a requirement under the Education and Care Services National Law and Regulations as well as state or territory specific legislation.
Income and financial details, includes credit card and banking information	▪ Enrolment form ▪ Fee payment and purchases	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the state/territory Regulatory Authority and the Department of Education, Skills and Employment (DESE).
Contact details of family and emergency contact information	▪ Enrolment form ▪ Updated details form ▪ Authorisation forms	Required under the Education and Care Services National Law and Regulations and to ensure the health and safety of every child.
Children's developmental records	▪ Observations ▪ Assessment of children's learning ▪ Programming documents ▪ Communications with families.	Required under the Education and Care Services National Law and Regulations, and to provide a high-quality education and care service.
Family Assistance	▪ Enrolment form	Required under the Family Assistance legislation

49 Allnutt Street
PO Box 157
QUIRINDI NSW 2343
Phone: 02 6746189
Fax: 02 67463 266
Email: admin@quirindipreschool.nsw.edu.au

Information, including child's name, CRN and D.O.B.	▪ Complying Written Agreement (CWA)	and under employment legislation under Income Tax legislation.
Legal information	▪ Enrolment form ▪ Court orders, AVOs or parenting plans	Required under the Education and Care Services National Law and Regulations.
Employment, marital status and nationality/cultural background	▪ Enrolment form	Required under employment legislation and to provide priority of access state legislation.
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 ▪ Authorisation forms ▪ Complaints records	Required under appropriate federal or state/territory funding legislation. Required under the Education and Care Service National Law and Regulations when amending, updating or adding service information via the NQA ITS, including: ▪ Notification of complaints

For Educators:

What information is collected?	How we collect information?	Why we collect this?
Employment background and restrictions on working with children	▪ Enrolment record ▪ Prohibition notice declaration for prospective staff members	Required under employment legislation, to support the Approved Provider to not engage a person prohibited from working in an education and care service.
Working with children checks or equivalent, criminal history checks	▪ Originals of documents	Required under the Education and Care Services National Law and Regulations and state/territory specific child protection legislation.
Approved qualifications and/or evidence of 'actively working towards' approved qualifications	▪ Staff Record ▪ Certified copies of documents from registered training organisations or universities ▪ Teacher registration documents ▪ Application, consent and designation of Nominated Supervisor, Responsible Person and Educational Leader positions.	Required under the Education and Care Services National Law and Regulations. Required under relevant state/territory teacher registration Or accreditation legislation. Required by the Regulatory Authority when amending, updating or adding services information via the NQA ITS, including: • Applications for waivers

49 Allnutt Street
PO Box 157
QUIRINDI NSW 2343
Phone: 02 6746189
Fax: 02 67463 266
Email: admin@quirindipreschool.nsw.edu.au

Compliance history	▪ Compliance history statement form ▪ Employment record	Required to support the appointment of a person in day-to-day charge or as Nominated supervisor under the Education and Care Services information via the NQA ITS, including: • Notifications of change to Nominated Supervisor • Nominated Supervisor consent form
Staff entitlements	▪ Payroll records ▪ Tax File Numbers	Provision of entitlements.

For Volunteers/Students:

What information is collected?	**How we collect information?**	**Why we collect this?**
Contact details of volunteer/student and emergency contact information	▪ Staff record – Volunteer or student ▪ Record of visitors to the service	Required under the Education and Care Services National Law and Regulations.
Working with children checks or equivalent	▪ Originals of documents	Required under the Education and Care Services National Law and Regulations as well as state/territory specific child protection legislation.

For Board of Management:

What information is collected?	**How we collect information?**	**Why we collect this?**
Contact Details	▪ Board contact details form	To distribute to staff and board members. Require under the Education and Care Services National Law and Regulations when amending, updating or adding Approved Provider information via the NQA ITS. Notifications included: • Assessment of fitness and propriety • Amendment for Approved Providers, including updating persons with management and control • Transfer or amendment of services approval

49 Allnutt Street
PO Box 157
QUIRINDI NSW 2343
Phone: 02 6746189
Fax: 02 67463 266
Email: admin@quirindipreschool.nsw.edu.au

		• Other Regulatory Authority requested information.
Working with children checks or equivalent	▪ Originals of documents	Required under the Education and Care Services National Law and Regulations when amending, updating or adding Approved Provider information via the NQA ITS. Notifications include: • Assessment of fitness and propriety • Amendment for Approved Providers, including updating persons with management and control • Transfer or amendment of service approval • Other Regulatory Authority requested 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.

Quirindi Preschool Kindergarten 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.

Quirindi Preschool Kindergarten 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/eftpos payments in accordance with the *Fees* policy.

Direct Communications

Quirindi Preschool 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 service.

What happens with personal information?

Quirindi Preschool Kindergarten 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. This service will not sell or trade individuals' personal information to other third parties.

49 Allnutt Street
PO Box 157
QUIRINDI NSW 2343
Phone: 02 6746189
Fax: 02 67463 266
Email: admin@quirindipreschool.nsw.edu.au

Quirindi Preschool Kindergarten 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 service, 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 stored in accordance with the NQF record keeping 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 family wishes to make a complaint, please refer to the Complaints Policy.