

## 7.7A PRIVACY COLLECTION STATEMENT

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Lindfield Montessori Preschool 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.

Families, staff, volunteers and student and committee members are provided with this privacy collection statement upon enrolment or 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	<ul style="list-style-type: none"> <li>• Enrolment and Data Collection form</li> <li>• Australian Immunisation Record (AIR)</li> <li>• Health care cards (Medicare and health fund information)</li> <li>• Administration of Medication forms</li> <li>• Accident, Illness, and Injury forms</li> </ul>	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 NSW state legislation.
Contact details of family and emergency contact information	<ul style="list-style-type: none"> <li>• Enrolment and Data Collection form</li> <li>• Updated details form</li> <li>• Authorisation forms</li> </ul>	Required under the Education and Care Services National Law and Regulations and to ensure the health and safety of each child.
Children's developmental records	<ul style="list-style-type: none"> <li>• Observations</li> <li>• Assessment of children's learning</li> <li>• Programming documents</li> <li>• Communication with families</li> </ul>	Required under the Education and Care Services National Law and Regulations and to ensure the health and safety of each child.
Legal Information	<ul style="list-style-type: none"> <li>• Enrolment and Data Collection form</li> <li>• Court orders, AVOs, or parenting plans</li> </ul>	Required under the Education and Care Services National Law and Regulations.
Employment, marital status, and nationality /cultural background	<ul style="list-style-type: none"> <li>• Enrolment and Data Collection form</li> </ul>	Required under employment legislation and to provide priority of access state legislation.



<p>Any information required to be recorded under the National Law and Regulations, the Family Assistance Law, and other relevant information collected to support the enrolment of a child.</p>	<ul style="list-style-type: none"> <li>• Enrolment and Data Collection form</li> <li>• Authorisation forms</li> <li>• Complaints records</li> </ul>	<p>Required under appropriate federal or state funding legislation.</p> <p>Required under the Education and Care Services National Law and Regulations when amending, updating, or adding service information via the NQA ITS including: Notification of complaints.</p>
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### For Educators:

What information is collected?	How we collect information	Why we collect this
<p>Employment background and restrictions on working with children</p>	<ul style="list-style-type: none"> <li>• Employment record (CV)</li> <li>• Prohibition notice declaration for prospective staff members</li> </ul>	<p>Required under employment legislation, to support the Approved Provider to not engage a person prohibited from working in an education and care service.</p>
<p>Working with Children checks or equivalent, criminal history checks</p>	<ul style="list-style-type: none"> <li>• Through WWC verification via the Office of Children's Guardian</li> </ul>	<p>Required under the Education and Care Services National Law and Regulations and state specific child protection legislation.</p>
<p>Approved qualifications and evidence of 'actively working towards' approved qualifications</p>	<ul style="list-style-type: none"> <li>• Staff Record</li> <li>• Certified copies of documents from registered training organisations or universities</li> <li>• Teacher registration documents</li> <li>• Application, consent and designation of Nominated Supervisor, Responsible Person and Educational Leader positions.</li> </ul>	<p>Required under the Education and Care Services National Law and Regulations.</p> <p>Required under the NSW teacher registration or accreditation legislation.</p> <p>Required by the Regulatory Authority when amending, updating or adding service information via the NQA ITS, including Applications for waivers.</p>
<p>Compliance history</p>	<ul style="list-style-type: none"> <li>• Compliance history statement form</li> <li>• Employment Record</li> </ul>	<p>Required to support the appointment of someone in day-to-day charge or as Nominated Supervisor under the Education and Care Services National Law and Regulations.</p> <p>Required by the Regulatory Authority when amending, updating, or adding service information via the NQA ITS including Notifications of change to Nominated Supervisor and</p>



		Nominated Supervisor consent form.
Staff entitlements	<ul style="list-style-type: none"> <li>• Payroll records</li> <li>• Tax file number</li> </ul>	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	<ul style="list-style-type: none"> <li>• Staff record – volunteer or student</li> <li>• Record of visitors to the service</li> </ul>	Required under the Education and Care Services National Law and Regulations.
Working with children checks or equivalent	<ul style="list-style-type: none"> <li>• Through WWC verification via the Office of Children's Guardian</li> </ul>	Required under the Education and Care Services National Law and Regulations as well as NSW specific child protection legislation.

#### For the Management Committee:

What information is collected?	How we collect information	Why we collect this
Contact details	<ul style="list-style-type: none"> <li>• Nomination Form</li> <li>• Identification copy</li> <li>• Declaration of Fitness and Propriety</li> <li>• Resume</li> <li>• Responsible Person Form</li> </ul>	Required under the Education and Care Services National Law and Regulations.
Working with Children checks or equivalent	<ul style="list-style-type: none"> <li>• Through WWC verification via the Office of the Children's Guardian.</li> </ul>	Required under the Education and Care Services National Law and Regulations as well as NSW specific child protection 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 information on a public website profile is not considered personal information.

Lindfield Montessori Preschool 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.

## Direct communications

Lindfield Montessori 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 through written notification to the service.

## What happens with personal information?

Lindfield Montessori 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. This service will not sell or trade individuals' personal information to other third parties.

Lindfield Montessori Society 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 a locked filing cabinet and a password protected Google Drive. 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 customer wishes to make a complaint, please refer to the Complaints Policy.

STATEMENT REVIEWED	NEXT REVIEW DATE
January 2022	2024
January 2024	2026