

7.7A PRIVACY COLLECTION STATEMENT

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?

What information is collected?	How we collect information	Why we collect this
Medical information, health and immunisation	<ul style="list-style-type: none"> • Confidential Information form • Australian Immunisation Record (AIR) • Health care cards (Medicare and health fun information) • Administration of Medication forms • Accident, Illness and Injury Forms 	To ensure the health and safety of every child and as a requirement under <i>Family Assistance Law</i> and the <i>NSW Public Health Act 2010</i>
Contact details of family and emergency contact information	<ul style="list-style-type: none"> • Confidential Information Form • Employment record 	Required under the <i>Education and Care Services Regulation</i>
Children's developmental records	<ul style="list-style-type: none"> • Observations • Assessment of children's learning • Programming documents • Communication with families 	Required under the <i>Education and Care Services Regulation</i> and to provide a high-quality education and care service
Family Assistance information, including child's name and date of birth	<ul style="list-style-type: none"> • Confidential Information Form • Employment record 	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation
Legal Information	<ul style="list-style-type: none"> • Confidential Information Form • Employment record • Court orders, AVOs, or parenting plans 	Required under the <i>Education and Care Services Regulation</i>



Employment, marital status, cultural background and prohibition declaration	<ul style="list-style-type: none"> • Confidential Information Form • Employment 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, and to provide priority of access under commonwealth and state legislation.
Approved qualifications and evidence of qualifications being worked towards	<ul style="list-style-type: none"> • Staff Record • Certified copies of documents • Teacher registration documents • Application, consent and designation of Nominated Supervisor, Responsible Person and Educational Leader positions. 	Required under <i>the Education and Care Services Regulation</i> . Teacher Accreditation Act 2004
WWCC, criminal history checks	<ul style="list-style-type: none"> • Confidential Information form • Originals of documents 	Required under the <i>Education and Care Services Regulation</i> . The Children's Guardian Act 2019
Compliance history	<ul style="list-style-type: none"> • Compliance history statement form 	Required to support the appointment of someone in day-to-day charge or as nominated supervisor
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, and other relevant information collected to support the enrolment of a child.	<ul style="list-style-type: none"> • Confidential Information 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, 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.

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 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 customer wishes to make a complaint, please refer to the Complaints Policy.

STATEMENT REVIEWED	NEXT REVIEW DATE
January 2022	2024