

Protecting the Privacy of personal and sensitive information collected by our service and the need for confidentiality is fundamental for GyMEA Community Preschool in providing a Quality Child Care Service.

GyMEA Community Preschool complies with the Commonwealth Privacy Act 1988 — Privacy Amendments (Private Sector) Act 2000.

GyMEA Community Preschool follows the standards of the National Privacy Principles to regulate the way in which our service manages personal and sensitive information.

GyMEA Community Preschool requires certain information be collected, in accordance with the regulatory framework of operating a children's service.

### **1 Collecting Information**

- a. Personal information must only be collected and used specifically for the purpose of the organisation's function. Personal information should be collected in a fair and unobtrusive way.
- b. Persons providing the information should be given appropriate access to their information and be advised about the purpose for the collection of the information.
- c. Collection of information is limited to only the amount of information that is necessary for the organisation's activities. It is generally only collected with consent of the individual.
- d. The primary purpose for collecting information is to enable GyMEA Community Preschool, to provide your child with a individual developmentally appropriate program that is educational, stimulating, nurturing and safe.

GyMEA Community Preschool will only collect personal information after providing our "Privacy - Information Management Statement", to the individual (or their parents) about which the information is being collected.

### **2 Use and Disclosure**

- a. Personal Information — Disclosure of information should only be for the purpose for which it was collected. This is with limited exceptions, and can only be used for a secondary purpose when it relates specifically to the primary purpose of the collection of the information.
- b. Sensitive Information — can only be used when informed consent is obtained at the time the information was collected.
- c. GyMEA Community Preschool discloses personal and sensitive information to the service staff, for the specific purpose of administration and education of your child.
- d. GyMEA Community Preschool will obtain parent permission before disclosing a child's personal and sensitive information to a professional attending our centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, occupational therapists, doctors and counselors.
- e. Personal information collected about children is regularly disclosed to their own parents. On occasions information such as children's personal achievements, child portfolios and photos are displayed within the boundaries of our service's building.
- f. GyMEA Community Preschool from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent or for any other reason than for the purpose in which it was collected.

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- g. Gymea Community Preschool will disclose specific information, including your child's name, age and specific needs to the carers of your child.
- h. Gymea Community Preschool may include your emergency contact details in a class list and in Gymea Community Preschool contact directory. Access to these is limited to the staff and boundaries within Gymea Community Preschool.
- i. If you provide Gymea Community Preschool with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the preschool and why. You will also need to inform them that they can access that information if they wish to do so.

### **3 Data Quality**

- a. Gymea Community Preschool takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information that is provided by the individuals.
- b. Individuals will be required to advise our service of any changes that may affect the initial information provided.
- c. The licensee of the service will ensure information is collected and maintained in accordance with Children's Services Regulation 2004.

### **4 Data Security**

- a. Gymea Community Preschool will protect personal information from misuse, loss, change, unauthorised access /disclosure.
- b. The Licensee of the service will ensure personal information is stored in accordance with the Children's Services Regulation 2004.

### **5 Openness, Access and Correction**

1. Parents may seek access to the personal information collected about them and their son/daughter by contacting the preschool. Children may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the Service's *duty of care* to the child or where children have provided information in confidence.
2. Access to the service will only be permitted when accompanied by a key holder.

### **6 Identifiers**

- 6a) Gymea Community Preschool recognises that Government identifiers such as the Medicare number or Veterans Affairs numbers will only be used for the purpose for which it was issued.

### **7 Anonymity**

1. Gymea Community Preschool will offer anonymous transactions within the organisation wherever possible.

### **8 Transfer Data Flows**

- 8a) Gymea Community Preschool does not transfer personal information outside of Australia.

### **9 Sensitive Information**

- 9a) Gymea Community Preschool respects the rights of individual's sensitive information.
- 9b) A higher level of privacy protection applies to sensitive information.
- 9c) Sensitive information relates to information about an individual's religious beliefs, racial or ethnic origin, philosophical beliefs, political opinions, membership of a political association, membership of a trade union, sexual preferences or practices, criminal records or health information.
- 9d) Sensitive Information can only be collected with an individuals consent to do so.

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9e) Sensitive Information — can only be used when informed consent is obtained at the time the information was collected.

### **Information Management Statement**

*Protection of privacy and the need for confidentiality, is fundamental in providing a high quality childcare service*

- The primary purpose our service collects information is to enable GyMEA Community Preschool, to provide your child with an individual developmentally appropriate program that is educational, stimulating, nurturing and safe.
- GyMEA Community Preschool, requires certain information be collected, in accordance with administration of Child Care Benefit, regulations or legislation that directly relate to the operation of a children's service.
- GyMEA Community Preschool, discloses personal and sensitive information to the service's staff, for the specific purpose of administration and education of your child.
- GyMEA Community Preschool, will obtain parent permission before disclosing a child's personal and sensitive information to a professional attending our centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, occupational therapists, doctors and counselors.
- Personal information collected about children is regularly disclosed to their own parents. On occasions information such as children's personal achievements, child portfolios and photos are displayed within the boundaries of our services building.
- Parents have the right to access personal information collected about them or their child. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the service's duty of care to the child or where children have provided information in confidence.
- As you may know GyMEA Community Preschool, from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent or for any other reason than for the purpose in which it was collected.
- GyMEA Community Preschool will include your child's name, age and specific needs in their Carer's focus children's folder. GyMEA Community Preschool, may include your emergency contact details in a class list and in GyMEA Community Preschool contact directory. Access to these is limited to the staff at GyMEA Community Preschool, an individual nominated by the licensee, the authorised supervisor of the service, an authorised officer, a person otherwise authorised by law to inspect the records, a parent or other person responsible for the child or any person authorised in writing to inspect the records by a parent or other person responsible for the child..
- If you provide GyMEA Community Preschool with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the preschool and why. You will also need to inform them that they can access that information if they wish to do so.

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- Gynea Community Preschool takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up to-date. Please ensure you inform the service of any changes to the information supplied.

Signed.....	Date.....
Position.....	Revision No.....