

# Summerhill Park Kindergarten

## Information Privacy Collection Statement

We believe your privacy is important.

Summerhill Park Kindergarten has developed a Privacy policy that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our centre is required to comply with the requirements of either a service agreement and/or privacy legislation in relation to the collection and use of personal information. If we need to collect health information, we are subject to the *Health Records Act 2001*.

### Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"><li>To enable us to provide for the education and care of the child attending the centre</li><li>To manage and administer the service as required.</li></ul>
Committee	<ul style="list-style-type: none"><li>For the management of the centre</li><li>To comply with relevant legislation requirements</li></ul>
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"><li>To assess and (if necessary) to engage employees, contractors, volunteers or students</li><li>To administer the individual's employment, contracts or placement of students and volunteers</li></ul>

Note: Be aware that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

### Disclosure of personal information, including health information

We may disclose some personal information, including health information, held about an individual to:

- Government departments or agencies as part of our legal and funding obligations.
- Local government authorities in relation to enrolment details for planning purposes.
- Organisations providing services related to employee entitlements and employment.
- Anyone to whom the individual authorises us to disclose information.

### Laws that require us to collect specific information

The Children's Services Regulations 2009, *Children's Services Act 1996*, *Associations Incorporation Amendment Act 2009* and employment-related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment at the centre
- An employee's employment
- The ability to function as an incorporated association.

### Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy policy, which is available on request.

For information on the Privacy policy, please refer to the Policy Manual in the kindergarten foyer or contact the committee.