



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) PRIVACY COLLECTION STATEMENT

PHWMCC is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with the *PHWMCC Privacy and Confidentiality Policy* and the *Australian Privacy Principles*.

Each family, staff, volunteer, student and committee member is provided with this *Privacy Collection Statement* upon enrolment or commencement of employment.

This statement outlines the type of personal information collected by PHWMCC 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 or contact us on (02) 9484 1133 or phwmcc@iinet.net.au.

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

What information is collected?	How we collect information?	Why we collect this?
Name and birthdate	<ul style="list-style-type: none"> Enrolment form Birth Certificate Employment record (for staff) 	<p>Required under the <i>Education and Care Services National Regulation</i>.</p> <p>Display children's birthdays in the classroom.</p>
Medical information, health and immunisation	<ul style="list-style-type: none"> Enrolment form Immunisation history statement Medicare and health fund information Accident, Illness and Injury forms Employment record (for staff) Volunteers and students personal details form 	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> .
Income and financial details, includes credit card and banking information	<ul style="list-style-type: none"> Enrolment form Fee payment and purchases Health Care Card Employment record (for staff) Tax File Number (for staff) 	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education.
Contact details of family and emergency contact information	<ul style="list-style-type: none"> Enrolment form Email PHWMCC office with any updated information Employment record (for staff) Volunteers and students personal details form 	Required under the <i>Education and Care Services National Regulation</i> . As per consent upon enrolment shared with other families in your child's class.

Children's developmental records	<ul style="list-style-type: none"> • Observations • Assessment of children's learning • Programming documents • Communications with families 	Required under the <i>Education and Care Services National Regulation</i> and to provide a high quality education and care service.
Photographs of children and families	<ul style="list-style-type: none"> • Photos taken at preschool • Photos supplied by families • Photos taken at preschool events 	<p>To provide a high quality education and care program for children, to display in the classrooms, and to include in a weekly family email sent to the families in each class.</p> <p>If specific individual consent has been given by families, photos may be used on Facebook, on PHWMCC website and in PHWMCC publications.</p> <p>Any photos taken at preschool events eg disco, welcome bbq, will be available to all preschool families.</p>
Legal information	<ul style="list-style-type: none"> • Enrolment form • Court orders or AVOs • Employment record (for staff) 	Required under the <i>Education and Care Services National Regulation</i> .
Employment, marital status and nationality	<ul style="list-style-type: none"> • Enrolment form • Employment record (for staff) 	Required to provide priority of access under commonwealth and state legislation and under employment legislation.
Qualifications (for staff)	<ul style="list-style-type: none"> • Employment record • Copies of documents, including relevant training and qualification certificates • Staff appraisal and performance documentation 	Required under the <i>Education and Care Services National Regulation</i> .
WWCC, criminal history checks (for staff, volunteers, students and Management Committee)	<ul style="list-style-type: none"> • Employment record (for staff) • Originals of documents 	Required under the <i>Education and Care Services National Regulation</i> .
Staff entitlements	<ul style="list-style-type: none"> • Payroll records • Tax File Number • Health records, including leave taken • Actual times and dates worked and wages paid 	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant	<ul style="list-style-type: none"> • Enrolment form • Complaints records • Employment record (for staff) 	Required under appropriate legislation.

information collected to support the enrolment of a child		
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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 such as 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.

PHWMCC only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child, pay fees or subscriptions, and provide health or family information to support the inclusion of a child.

PHWMCC 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/efpos payments in accordance with the PHWMCC financial processes policies.

Direct communications

PHWMCC 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 us.

If individuals do not wish to receive direct communications, contact us directly on (02) 9484 1133 or phwmcc@iinet.net.au.

What happens with personal information?

PHWMCC 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. PHWMCC will not sell or trade individuals’ personal information to other third parties.

PHWMCC collects, accesses and uses personal information 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.

As per the *PHWMCC Privacy and Confidentiality Policy* photographs and images of children obtained by PHWMCC will be used for observations, documentation of children’s learning, communication with families, and in the classroom for the provision of a high quality education and care service. These images will not be made public unless individual consent has been given. If specific individual consent has been given by families, photos may be used on Facebook, on PHWMCC website and in PHWMCC publications.

If a child is unable to be identified in a photo, these may be used publicly without consent.

Children’s and staff personal information including attendance patterns is submitted to the Department of Education in order to receive funding for the preschool. Families and staff sign a

Department of Education *Consent to use and disclosure of personal information* form upon enrolment.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using locked filing cabinets and a password protected computer and database, with firewall and antivirus protection in place. Information is backed up electronically and securely stored in an off-site location. Data will not be altered or destroyed except in extraordinary circumstances.

Hard copy information is stored at PHWMCC, 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 on the PHWMCC database indefinitely until personally advised by a customer that information is to be removed, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory requirements.

Access and updating personal information

Individuals may ask to access, update or delete personal information held about them at any time. For parents this means they will be able to access information about the health, welfare and conduct of their child/ren, at mutually convenient times, or on an ongoing basis. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information. If an individual wishes to make a complaint, please refer to the *Complaints Management Policy*.

Individuals requiring access to, or wanting to update personal information, can contact the us on (02) 9484 1133 or phwmcc@iinet.net.au.