



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

3-7 Shields Lane, Pennant Hills NSW 2120. Telephone: 9484 1133
 Postal Address: PO Box 537, Pennant Hills NSW 1715
 Email: phwmcc@inet.com.au
 ABN 85 129 536 459

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*, the *Privacy Act 1988 (Cth)* 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@inet.net.au.

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

For families		
What information is collected?	How we collect information?	Why we collect this?
Name and birthdate	<ul style="list-style-type: none"> Enrolment form 	<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 number Accident, Illness and Injury forms Administration of Medication forms Accident, Illness and Injury forms 	<p>To ensure the health and safety of every child and as a requirement under <i>Education and Care Services National Law and Regulations</i> as well as state specific legislation</p>
Financial details (may include credit card number if paying fees by credit card)	<ul style="list-style-type: none"> Enrolment form Fee payment and purchases Health Care Card (Low Income) 	<p>For the provision of the education and care service and as required as per Funding Agreements with the Department of Education.</p>

Contact details of family and emergency contact information	<ul style="list-style-type: none"> • Enrolment form • Email PHWMCC office with any updated information 	<p>Required under the <i>Education and Care Services National Regulation</i>.</p> <p>If consent is given by authorisation on enrolment form, some information is shared with other families in your child's class.</p>
Children's developmental records	<ul style="list-style-type: none"> • Observations • Assessment of children's learning • Programming documents • Communications with families 	<p>Required under the <i>Education and Care Services National Regulation</i> and to provide a high quality education and care service.</p>
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 be used as part of learning documentation on Storypark, 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>
Legal information	<ul style="list-style-type: none"> • Enrolment form • Court orders or AVOs 	<p>Required under the <i>Education and Care Services National Regulation</i>.</p>
Employment, marital status and nationality	<ul style="list-style-type: none"> • Enrolment form 	<p>Required to provide priority of access under state legislation.</p> <p>To provide high quality education and care specific to the individual child, with awareness of their family context.</p>
Any information required to be recorded under the National Law and Regulations, and other relevant information to support the enrolment of a child.	<ul style="list-style-type: none"> • Enrolment forms • Complaints record 	<p>Required under the <i>Education and Care Services National Law and Regulations</i></p> <p>Required under appropriate federal or state/territory funding legislation.</p>
For Staff		
What information is collected?	How we collect information?	Why we collect this?
Employment background and	<ul style="list-style-type: none"> • Employment record 	Required under employment legislation, to support the

restrictions on working with children	<ul style="list-style-type: none"> Prohibition notice declaration for prospective staff members 	Approved Provider to not engage a person prohibited from working in an education and care service.
Qualifications (<ul style="list-style-type: none"> Employment record Copies of documents, including relevant training and qualification certificates Teacher registration documents Application, consent and designation of Nominated Supervisor, Responsible Person and Educational Leader positions. Staff appraisal and performance documentation 	<p>Required under the <i>Education and Care Services National Regulation</i>.</p> <p>Required under relevant state/territory teacher registration or accreditation legislation.</p>
WWCC, criminal history checks (for staff, volunteers, students and Management Committee)	<ul style="list-style-type: none"> Employment record 	<p>Required under the <i>Education and Care Services National Regulation</i> and state/territory specific child protection legislation.</p> <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>
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.
For volunteers and 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"> Volunteer / student details record Record of visitors to the service 	Required under the <i>Education and Care Services National Law and Regulations</i> .
Working with children checks and DOB for verification	<ul style="list-style-type: none"> WWCC number provided 	Required under the <i>Education and Care Services National Law and Regulations</i> as well as state/territory specific child protection legislation.
For Management Committee		
Contact information	<ul style="list-style-type: none"> Management Committee contacts list 	To distribute to staff and committee members.

	<ul style="list-style-type: none"> Forms required by the Department of education eg PA02 	<p>Required under the <i>Education and Care Services National Law and Regulations</i> when amending, updating or adding Approved Provider information via the NQA ITS.</p> <p>Notifications include:</p> <ul style="list-style-type: none"> Assessment of fitness and propriety Amendment for Approved Providers, including updating persons with management and control Transfer or amendment of service approval Other Regulatory Authority requested information <p>Required for the ACNC register</p>
<p>Working with children checks and DOB for verification</p> <p>Criminal History Check</p>	<ul style="list-style-type: none"> WWCC number provided 	<p>Required under the <i>Education and Care Services National Law and Regulations</i> when amending, updating or adding Approved Provider information via the NQA ITS.</p> <p>Notifications include:</p> <ul style="list-style-type: none"> Assessment of fitness and propriety Amendment for Approved Providers, including updating persons with management and control Transfer or amendment of service approval Other Regulatory Authority requested information

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/eftpos payments in accordance with the PHWMCC Financial Processes Policy.

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@inet.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.

Enrolment forms and all information collected on these are collected via Jotform and stored on their platform and on the PHWMCC computers and back-up systems. Enrolment forms will be deleted off the Jotform platform once they have been downloaded to the PHWMCC office computers in Term 1

of each year. Staff record forms will be deleted from Jotform once they have been downloaded to the PHWMCC computers.

Documentation of children's learning is stored on Storypark. At year end it is archived to PHWMCC computers and back-up systems.

Management Committee meeting minutes are stored on Padlet and PHWMCC computers and back-up systems.

The accounting system we use is Xero and this stores parents and children's names, and email addresses.

At times photos of children may be stored on Google Drive and icloud, as well as on PHWMCC ipads, laptops, computers and backups.

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 preschool on (02) 9484 1133 or phwmcc@iinet.net.au.