



Tarralla Kindergarten Association Incorporated Privacy Policy and Information Collection Statement

We believe your privacy is important.

We have put in place a Privacy Policy which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.

Our service is, in some of its activities bound by privacy legislation. If we need to collect health information we are subject to the Health Records Act 2001. If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act 2000. Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation, and our Privacy Policy may not apply.

If you are unsure about this, please contact the President/Secretary.

Purposes for which information is collected:

The reasons for which we generally collect personal information are:

Personal information and health information collected in relation to:	Primary purpose for which information will be used
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service and to enable us to manage and administer the services as we are required.
Committee members	For the management of the service by the Committee
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage the employees, contractors, volunteers and students and the case may be. To administer the individuals employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are 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 their legal and funding obligations;
- Local government 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 Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010, *Associations Incorporation Reform Act 2012* 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 service;
- An employee's employment;
- The Committee's ability to function as an incorporated association.

Access to information:

Individuals on 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.

Children's enrolment records are securely stored in a location that is not accessible to individuals other than authorised staff of the service provider.

For information on the Privacy Policy please contact the President or Secretary.