



### Privacy Policy Saint Stephen's Childcare Centre

#### Privacy Statement

Saint Stephen's College Childcare (the Childcare Centre) is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The Childcare Centre collects personal and sensitive information from you for the primary purpose of providing care and education services. All information collected by Saint Stephen's College Childcare Centre is treated as confidential and is stored in a secure location. The information collected may be passed onto another association or organisation, a government department; a medical practitioner; and/or anyone you authorise the Childcare Centre to disclose information to. You may access personal information held about you by contacting the Assistant to the Headmaster - Administration and Compliance in writing.

The Childcare Centre may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Childcare Centre's operations and practices and to make sure it remains appropriate to the changing childcare environment.

#### Scope

The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the Childcare Centre site. It describes the type of information the Childcare Centre collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

#### References

Privacy Act 1988 (Cth)  
Privacy Amendment (Enhancing Privacy Protection) Act 2012  
Education and Care Services National Law  
Child Protection Policy  
Disability Policy

#### Personal Information Collection and how it is Collected

The type of information the Childcare Centre collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- children and parents and/or guardians ('Parents') before, during and after the course of a child's enrolment at the Childcare Centre;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the Childcare Centre.

#### Personal Information you provide

The Childcare Centre will generally collect personal information held about an individual by way of forms filled out by Parents or children, face-to-face meetings and interviews, emails and telephone calls. On occasions, people other than Parents and children provide personal information.

#### Personal Information provided by other people

In some circumstances, the Childcare Centre may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another childcare centre.



Developing character, inspiring hope

## **Exception in relation to Employee Records**

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the Childcare Centre's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Childcare Centre and employee.

## **How the Childcare Centre will use the Personal Information Provided**

The Childcare Centre will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

### ***Children and Parents***

In relation to personal information of children and Parents, the Childcare Centre's primary purpose of collection is to enable the Childcare Centre to provide a care and educational programme for the child. This includes satisfying the needs of Parents, the needs of the child and the needs of the Childcare Centre throughout the whole period the child is enrolled at the Childcare Centre.

The purposes for which the Childcare Centre uses personal information of children and Parents include:

- to keep Parents informed about matters related to their child's care, through correspondence, newsletters and magazines;
- day-to-day administration of the Childcare Centre;
- looking after the child's educational, social and medical well-being;
- seeking donations and marketing for the Childcare Centre; and
- to satisfy the Childcare Centre's legal obligations and allow the Childcare Centre to discharge its duty of care.

In some cases where the Childcare Centre requests personal information about a child or Parent, if the information requested is not provided, the Childcare Centre may not be able to enrol or continue the enrolment of the child or permit the child to take part in a particular activity.

### ***Job applicants, Staff Members and Contractors***

In relation to personal information of job applicants, staff members and contractors, the Childcare Centre's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the Childcare Centre uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the Childcare Centre; and
- to satisfy the Childcare Centre's legal obligations, for example, in relation to child protection legislation.

### ***Volunteers***

The Childcare Centre also obtains personal information about volunteers who assist the Childcare Centre in its functions or conduct associated activities, such as parents and friends, to enable the Childcare Centre and the volunteers to work together.

### ***Marketing and Fundraising***

The Childcare Centre treats marketing and seeking donations for the future growth and development of the Childcare Centre as an important part of ensuring that the Childcare Centre continues to provide a quality learning environment in which both children and staff thrive. Personal information held by the Childcare Centre may be disclosed to organisations that assist in the Childcare Centre's fundraising. Parents, staff, contractors and other members of the wider Childcare Centre community may from time to time receive fundraising information. Childcare Centre publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

## **Disclosure of Personal Information**

The Childcare Centre may disclose personal information, including sensitive information, held about an individual to:

- another childcare centre or education provider;
- government departments;
- medical practitioners;
- people providing services to the Childcare Centre, including specialist visiting teachers, counsellors and sports coaches;
- recipients of Childcare Centre electronic and print publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the Childcare Centre to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

## ***Sending Information Overseas***

The Childcare Centre may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with Microsoft 'cloud' services which are situated outside Australia or to facilitate a Childcare Centre exchange; however, the Childcare Centre will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

## **How the Childcare Centre treats Sensitive Information**

In referring to 'sensitive information', the Childcare Centre means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **Management and Security of Personal Information**

The Childcare Centre's staff are required to respect the confidentiality of child's and Parents' personal information and the privacy of individuals. The Childcare Centre has in place steps to protect the personal information the Childcare Centre holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

## **Access and Correction of Personal Information**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the Childcare Centre holds, about them and to advise the Childcare Centre of any perceived inaccuracy. Given constraints associated with age, children will generally be able to access and update their personal information through their Parents. There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the Childcare Centre holds about you or your child, please contact the Assistant to the headmaster Administration and Compliance in writing. The Childcare Centre may require you to verify your identity and specify what information you require. The Childcare Centre may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the Childcare Centre will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

## **Consent and Rights of Access to the Personal Information of Children**

The Childcare Centre respects every parent's right to make decisions concerning their child's care and education. Generally, the Childcare Centre will refer any requests for consent and notices in relation to the personal information of a child to the child's Parents. The Childcare Centre will treat consent given by Parents as consent given on behalf of the child, and notice to Parents will act as notice given to the child.

As mentioned above, parents may seek access to personal information held by the Childcare Centre about them or their child by contacting the Assistant to the Headmaster Administration and Compliance; however, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Childcare Centre's duty of care to the child.

### **Enquiries and Complaints**

If you would like further information about the way the Childcare Centre manages the personal information it holds, or wish to complain that you believe that the Childcare Centre has breached the Australian Privacy Principles please contact the Assistant to the Headmaster - Administration and Compliance. The Childcare Centre will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

### **Collection Notice**

1. Saint Stephen's College Childcare Centre (the Childcare Centre) is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The Childcare Centre collects personal information, including sensitive information about children and parents or guardians before and during the course of a child's enrolment at the Childcare Centre. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the Childcare Centre to provide care and education to the child and to enable them to take part in all the activities of the Childcare Centre;
2. Some of the information we collect is to satisfy the Childcare Centre's legal obligations, particularly to enable the Childcare Centre to discharge its duty of care;
3. Laws and regulations governing or relating to the operation of a Childcare Centre require certain information to be collected and disclosed. These include relevant Education and Care Services National Law, Education Acts, and Public Health and Child Protection laws;
4. Health information about children is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time;
5. The Childcare Centre from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a child to another childcare centre or school. This includes to other centres, government departments, medical practitioners, and people providing services to the Childcare Centre, including specialist visiting teachers, coaches, tutors, advisors, volunteers and counsellors;
6. Personal information collected from children is regularly disclosed to their parents or guardians;
7. The Childcare Centre may store personal information in the 'cloud' which may mean that it resides on Microsoft servers which are situated outside Australia;
8. The Childcare Centre's Privacy Policy sets out how parents or children may seek access to personal information collected about them. 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 Childcare Centre's duty of care to the child, or where the child has provided information in confidence;
9. The Childcare Centre Privacy Policy also sets out how you may complain about a breach of privacy and how the Childcare Centre will deal with such a complaint;
10. The Childcare Centre, 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;
11. On occasions information such as achievements, activities and news is published electronically and in print in Childcare Centre facilities, newsletters, and magazines and on our website. Photographs of children in activities and Childcare Centre excursions may be taken for publication in Childcare Centre facilities, newsletters, magazines and on our website;
12. We may include parents' contact details in a class list and Childcare Centre directory after obtaining specific permission;
13. If you provide the Childcare Centre 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 Childcare Centre and why, that they can access that information if they wish and that the Childcare Centre does not usually disclose this information to third parties.