



# Periwinkle PRESCHOOL

for Rudolf Steiner  
early childhood education

## Privacy and Collection Statement Quality Area 7: Governance and Leadership

Periwinkle Preschool is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with our Privacy policy and the Australian Privacy Principles.

This statement outlines the type of personal information collected by this service 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.

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

What information is collected?	How we collect information?	Why we collect this?
Medical information, health and immunisation	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Immunisation history statement</li> <li>• Health care cards– Medicare and health fund information</li> <li>• Accident, illness and Injury forms</li> </ul>	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
Income and financial details, and banking information	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Fee payment and purchases</li> <li>• Tax File Number</li> </ul>	As per Funding Agreements with the Department of Education and Communities.



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Contact details of family and emergency contact information	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Updated details</li> </ul>	Required under the Education and Care Services Regulation.
Children's developmental records	<ul style="list-style-type: none"> <li>• Observations</li> <li>• Assessment of children's learning</li> <li>• Programming documents</li> <li>• Communications with families</li> </ul>	Required under the Education and Care Services Regulation and to provide a high quality education and care service.
Legal information	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Court orders or AVOs</li> </ul>	Required under the Education and Care Services Regulation.
Employment, marital status and nationality	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> </ul>	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	Employment record Certified copies of documents	Required under the Education and Care Services Regulation.



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WWCC, criminal history checks	Employment record Originals of documents	Required under the Education and Care Services Regulation.
Staff entitlements	Payroll records Tax File Number	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, other relevant information collected to support the enrolment of a child	Enrolment form Employment record Complaints records	Required under appropriate legislation.

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, 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.

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

### Direct communications

Periwinkle Preschool 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 the service.

What happens with personal information?



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Periwinkle Preschool 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. This service will not sell or trade individuals' personal information to other third parties.

Periwinkle Preschool collects and uses personal information generally 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/children, and to continue to improve service quality.

#### Where is personal information stored?

Personal information is stored in a locked filing cabinet or a password protected and computer. Information is backed up electronically and securely stored. Data will not be altered or destroyed except in extraordinary circumstances.

Hard copy information is stored at the service, 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 stored in accordance with the NQF record keeping requirements.

#### Access and updating personal information

Individuals may ask to access, update or delete personal information held about them at any time. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information. If a customer wishes to make a complaint, please refer to the Complaints Policy.

#### Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.



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In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### **Statutory Legislation & Considerations**

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations

Children and Young Persons (Care and Protection) Act 1998

Australian Privacy Principles – [www.oaic.gov.au](http://www.oaic.gov.au)

Office of the Australian Information Commissioner – [www.oaic.gov.au](http://www.oaic.gov.au)

Privacy Act 1988 (Privacy Act) – [www.oaic.gov.au/privacy-law/privacy-act](http://www.oaic.gov.au/privacy-law/privacy-act)

Early Childhood Australia – [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

### **Souces & Useful Resources**

Education and Care Services National Regulations: 181 &

National Quality Standard Quality Area 7: Governance and Leadership