



## Privacy Notice

In order to provide care or employment, we are required to collect a range of information, some of which is defined as personal or sensitive information, under the Privacy Act 1988. Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

Under the Act:

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive personal information' means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

If the relevant personal information requested in the attached forms is not provided, we will be unable to assess your eligibility to access education and care at our service or your eligibility for any available childcare assistance support or funding that may be, or become, available. In the case of an educator we may be unable to employ you without the relevant information.

We collect most personal information directly from a parent, guardian or educator. We may also collect information through our website, social media page, Family Law court orders or agreements and special needs agencies. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child or employ you as an educator.

The information that you provide will only be disclosed to relevant National or State based agencies for regulatory or compliance purposes and only if that disclosure is consistent with relevant laws, in particular the Privacy Act 1988.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you or the next of kin in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it. Information will be disposed of as necessary in accordance with the Privacy Principles.

By completing and submitting the attached application and associated forms, you consent to the collection of all personal information, including sensitive personal information, contained in those forms. It is important that you inform those that you put on the enrolment form or staff details form as emergency contacts, that their information has been provided to us.



You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.

Our Privacy Officer for privacy matters, including complaints, is the Nominated Supervisor who may be contacted by telephone on 83321791 or email [centre@roseparkcc.org.au](mailto:centre@roseparkcc.org.au) or by mail 22 Watson Ave, ROSE PARK SA 5067.

A copy of our Confidentiality Policy is located in our policy folder in the foyer or can be accessed on our website. We will provide any updates to our Confidentiality Policy via email or announce the changes in our newsletter.

**Last Reviewed: August 2024**

**Date for next review: August 2026**