PRIVACY POLICY

AIM:

To protect the privacy of personal and sensitive information collected by our service and the need for confidentiality that is a fundamental for Forest Hill Community Preschool in providing a quality service. Forest Hill Community Preschool complies with the Privacy Act 1988- Privacy Amendments (Private Sector Act 2000). Forest Hill Community Preschool follows the standards of the National Privacy Principals to regulate the way in which our service manages personal and sensitive information. Forest Hill Preschool requires certain information to comply with regulatory framework and licencing.

Forest Hill Preschools “Privacy - Information Management Statement” is available on the Preschools website and in the policy folder.

COLLECTING INFORMATION:

Personal information must only be collected and used specifically for the purpose of the organizations function. Personal information should be collected in a fair and unobtrusive way.

Persons providing the information should be given appropriate access to their information and be advised about the purpose for the collection of the information.

Collection of the information is limited to only the amount of information that is necessary for the Preschools activities. It is generally only collected with the consent of an individual.

The primary purpose for collecting information is to enable Forest Hill Community Preschool, to provide your child with an individually appropriate program that is educational, stimulating, nurturing and safe.

USE AND DISCLOSURE

**Personal information** – disclosure of information should only be for the purpose it was collected. This is with limited exceptions and can only be used for a secondary purpose when it relates specifically to the primary purpose of the collection of the information.

**Sensitive information** **–** can only be used when information consent is obtained at the time the information was collected.

Forest Hill Community Preschool discloses personal and sensitive information to the Preschools staff for the specific purpose of administration and education of your child.

Forest Hill Community Preschool will obtain parent/guardian permission before disclosing a child’s personal and sensitive information to a professional attending our service for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, doctors, counsellors and this principal will also apply to TAFE and university students.

Personal information collected about children is disclosed to their own parents/guardians when requested. Information such as a child’s personal achievements, daily reflections and participation in the program and photos may be displayed in the Preschool room or day book/programming table.

Forest Hill Community Preschool will include your child’s details including emergency contact details necessary for emergency evacuation procedures in a folder marker confidential and access limited to staff or emergency service personnel.

DATA QUALITY

Forest Hill Community Preschool takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up to date. However the accuracy of the information depends to a large extent on the information that is provided by individuals.

Parents/Guardians are required to advise the Preschool of any changes that may affect the initial information provided (example: change of address, phone number, income)

DATA SECURITY

Forest Hill Community Preschool will protect personal information from misuse, loss, change, and unauthorized access/disclosure and ensure it is stored in accordance with regulations.

OPENNESS ACCESS AND CORRECTION

Parents/Guardians and children may seek access to the personal information collected about themselves or their child. However there may be occasions when access is denied where access would have an unreasonable impact on the privacy of others or access would breach the Preschools duty of care or where children have provided the information in confidence.

IDENTIFIERS

Forest Hill Community Preschool recognises that the government identifiers such as Medicare Numbers shall only be used for the purpose for which it was issued.

TRANSFER DATA FLOWS

Forest Hill Community Preschool does not transfer personal information outside of Australia.

SENSITIVE INFORMATION

Forest Hill Community Preschool respects the rights of individual’s sensitive information and a higher level of privacy protection applies to sensitive information. Sensitive information relates to information about an individual’s religious beliefs, racial or ethnic origin, philosophical beliefs, political opinions, membership of a political association, membership of a union, sexual preferences or practises, or health information. Sensitive information can be only collected with an individual’s consent to do so and only used when informed consent is obtained at the time the information was collected.

FOREST HILL COMMUNITY PRESCHOOL PRIVACY INFORMATION MANAGEMENT STATEMENT

*Protection and the need for confidentiality is fundamental in providing a high quality service.*

* The Primary purpose of Forest Hill Community Preschool is to collect relevant and necessary information to provide your child with an individually developmentally appropriate program that is educational, nurturing and safe.
* Forest Hill Community Preschool requires certain information be collected in accordance with National Regulations and Licencing Laws and in accordance with the administration of child care benefits, fee relief and regulations or legislation that directly relates to the operation of the Preschool.
* Forest Hill Community Preschool discloses personal and sensitive information to the Preschools staff for the specific purpose of administration and education of your child.
* Forest Hill Community Preschool will obtain parent/guardian permission before disclosing a child’s personal and sensitive information to a professional attending our service for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, doctor, counsellors and this principal will also apply to TAFE and university students
* Personal information collected about children is disclosed to their own parents/Guardians when requested. Information such as child’s personal achievements, daily reflections, and participation in the program and photos may be displayed in the Preschool room or day book/programming table. Parental/Guardian permission for the use of photos for advertising or on our website is on the enrolment form.
* Forest Hill Community Preschool will include your child’s details including emergency contact details necessary for emergency evacuation procedures in a folder marked confidential and access limited to staff or emergency service personnel.
* Forest Hill Community Preschool takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate up to date and complete. Parents/Guardians are to inform the Preschool of any changes to the information provided.