
Privacy Collection Statement

Collaroy Plateau Community Kindergarten Inc. (CPCK) is committed to maintaining all personal information provided on the children, families, staff, management, volunteers, students and community in accordance with our Privacy Policy and the Australian Privacy Principles.

Each family, staff member, volunteer, student and committee member is provided with a privacy collection statement upon enrolment or commencement of employment.

This statement outlines the type of personal information collected by CPCK 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 details information or contact us if (02) 9982 617 or via email at info@cpck.com.au

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	Enrolment form Employment record Immunisation History Statement Medicare Information Accident, Illness and Injury forms	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, including credit card and banking information	Enrolment form Employment record Fee payment and purchases Tax File Number Health Care Cards	For the provision of the education and care service as required under the Family Assistance legislation and as per Funding Agreements with the Department of Education. To comply with relevant employment legislation. To confirm eligibility for fee relief
Contact details of family and emergency contact information	Enrolment form Employment record Updated details form??	Required under the Education and Are Services Regulation
Childrens developmental records	Observations Assessments of children's learning Programming documents Communications with families	Required under the Education and Care Services Regulation and to provide a high-quality education and care service

Family Assistance information	Enrolment form Employment record	Required under the Family Assistance legislation and under employment legislation and under Income Tax legislation
Legal information	Enrolment Form Employment record	Required under the Education and Care Services Regulation
Employment, marital status and nationality	Enrolment records Employment record	Required under the Education and Care Services Regulation
Qualifications	Employment record Certified copies of documents	Required under the Education and Care Services Regulation
WWCC, criminal history check	Employment record Original of documents Management Committee records	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, the Family Assistance Law, 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 identified an individual, such as a name, residential or email address, or phone/mobile details and includes information relevant to the enrolment process, employment records, committee forms, credit card information, 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 is not considered personal information.

CPCK 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 or subscriptions, and provide health or family information to support the inclusion of a child; and upon employment to collect information relevant to employment; and upon nominating for a position on the Management Committee

CPCK complies with the Payment Card Industry Data Standards (PCIDSS) when handling credit card transactions and securely stores all credit card information for Direct Debit or Credit card payment/eftpos payments in accordance with the Fees Policy.

Direct communications

CPCK uses an 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.

If individuals do not wish to receive direct communications, contact our service directly on (02) 9982 6167 or via email at info@cpck.com.au

What happens with personal information?

CPCK 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 individual personal information to other third parties.

This service 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 children and to continue to improve service quality.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using a locked office, a password protected computer and a locked archive area on the premises. Information is 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 on the services computer records indefinitely until personally advised by a customer that information is to be removed, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory 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, Grievances and Resolution Policy.

Individuals required access, or wanting to update person information, can contact the service on (020 9982 6177 or via email at info@cpck.com.au.

Updated: May 2018

Review: May 2021