

Collection Notice

Willoughby Community Preschool Inc. (the “Preschool”) believes that the privacy of your personal information and that of your child is important. For this reason it has developed a Privacy Policy that sets out how we collect, use, disclose and manage personal information.

Purposes for which information is collected

The reasons for which we generally collect personal and health information about you or your child relate to enabling the Preschool to:

- process queries and enrolment applications
- provide early childhood education and care services
- advocate for the well-being, protection and development of children
- improve the quality of the Preschool’s early childhood education and care services
- develop existing or potential relationships
- provide information about publications and/or upcoming events
- manage the potential employment and engagement of Staff
- comply with record keeping requirements and legal obligations
- correspond with parents generally about their child’s educational performance, achievements and progress
- provide information about publications and/or upcoming events
- appeal to parents from time-to-time where the Preschool engages in fundraising activities
- create visual displays within the Preschool
- provide health care services to children of the Preschool
- assess and engage suppliers

The Preschool is also legally obligated to comply with the requirements of the *Children (Education and Care Services) National Law Act 2010* (NSW) to collect personal and health information about a child’s attendance and enrolment with the Preschool. The *Fair Work Act 2009* (Cth) also requires the Preschool to retain records of specific personal information pertaining to its employees.

Consequences if personal information is not collected

Should you decide not to provide us with personal information, the Preschool may be prevented from providing you with childcare services, responding to your enquiry, enrolling your child in the Preschool, providing your child with health services or offering you employment.

Disclosures of Personal Information

Personal information collected by the Preschool relating to you and/or your child may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover

- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission, and
- anyone to whom the individual authorises us to disclose information.

The Preschool may disclose your personal information to third party service providers that may hold personal information on servers located outside Australia in:

- The United States of America
- Canada
- New Zealand, and
- Hong Kong

The Preschool does not usually disclose health information, however, it may disclose health information in accordance with the Preschool's mandatory reporting duties.

Access to Personal Information

Our Privacy Policy contains further information about how you may access your personal and health information and seek correction of such information as well as how to complain about a breach of the Australian Privacy Principles and how the Preschool will deal with such a complaint. View our privacy policy on our website via www.wcp.org.au or request a copy from our Privacy Officer.

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