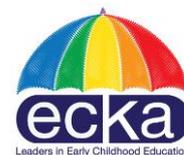


Privacy Policy Collection Statement



The Eureka Community Kindergarten Association Inc. (ECKA) believe your privacy is important.

ECKA has developed a Privacy and Confidentiality Policy, that illustrates how ECKA collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.

To enquire ongoing funding and licensing, ECKA services are required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

If you are unsure about this, please contact the ECKA Administration Office
p: 5339 5055.

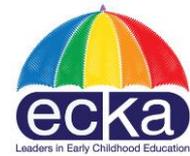
Purpose for which information is collected.

The reasons for which ECKA generally collect personal information are given in the table below:

| Personal information and health information collected in relation to: | Primary purpose for which information will be used |
|--|--|
| Children and parents/guardians | To enable us to provide for the education and care of the child attending the service and to enable us to manage and administer the services as required. To make readily accessible information of a child's Medical Condition, as per the Medical Conditions Policy |
| ECKA Board Members and Kindergarten Committee members | For the management of the service by the Board or Committee. |
| Job applicants, employees, contractors, volunteers and students | To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be: To administer the individual's employment, contracts or placement of students and volunteers. |

Please note that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

Privacy Policy Collection Statement



Disclosure of personal information, including health information.

ECKA may disclose personal information, including health information, held about an individual 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
- anyone to whom the individual authorises us to disclose information

Laws that require us to collect specific information.

The Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011, Associations Incorporation Reform Bill 2011 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment at the service;
- An employee's employment;
- The Board's ability to function as an incorporated association.

Access to information.

Individuals on whom ECKA hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in ECKA's Privacy Policy, which is available on request.

For information on the Privacy Policy please contact the ECKA Administration Office.

Photographs and Videos

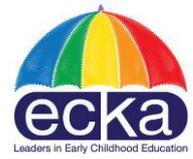
Photographs and videos are classified as "Personal Information" under the Privacy and Data Collection Act 2014.

To comply with the privacy legislation in relation to photographs/videos taken at the early childhood education service ECKA must request permission from parents/guardians to;

- enable staff at the service to take photographs/video of children as part of the program.
- enable parents/guardians and staff to take group photographs/videos of their children, which may include other children in the group.
- enable parents /guardians to take photographs/videos of their children at special events such as birthdays or excursions.
- notify parents/guardians as to who will be permitted to take photographs/videos and where these are taken by the preschool, how they will be used.

Photographs/videos taken by staff

Privacy Policy Collection Statement



Staff at the service may take photographs/videos of children as part of the program. These may be displayed at the service, on the Eureka Community Kindergarten Association Inc. (ECKA) website or placed in the service's publications or promotional material to promote the service, or for any other purpose aligned to the service's business operations. Some staff may use learning journals in which photographs are included.

When the photographs/videos are no longer being used, the service will destroy them if they are no longer required, or otherwise store them securely at the service. It is important to note that while the service can nominate the use and disposal of photographs they organise, the service has no control over those photographs taken by parents/guardians of children attending the service program or activity.

For further information regarding:

- The use of Photographs/videos in newspapers and external publications
- Photographs/video taken by parent/guardian.
- Group photographs/video taken by parents/guardians or staff
- Access to photographs/videos and confirmation of consent,

Please read the full version of the Privacy and Confidentiality Policy that can be found on the ECKA website.

Parents should not include photos of staff, other parents or children other than their own, on social networking websites such as FACEBOOK without the permission of other parents or staff.