By enrolling your child in Yarm Gwanga Preschool & Early Education Centre (Yarm), families consent to the collection of personal information in accordance with this Privacy Notice. This Privacy Notice sets out how Yarm collects, stores, and uses personal information and how you can access and update your personal information, or make a complaint.

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All personal information collected by Yarm is held and used in accordance with the [UNE Privacy Management Rule](https://policies.une.edu.au/view.current.php?id=00130#section1) and in compliance with the:

* Early Childhood Code of Ethics, and
* National Education and Care Regulations

## Why we collect, use, and disclose personal information

We collect, use, and disclose information to provide education and care services. This includes:

* processing enquiries and applications for enrolments at Yarm,
* providing information about Yarm and our services to families, and to communicate with them about their child,
* providing education and care services to children,
* providing early childhood professionals and other jobseekers with information about employment opportunities and for the management of job applications.

We only collect personal information if it is needed to carry out our service operations or to comply with our legal obligations. As an approved education and care provider, some personal information we are required to collect under law, under the Education and Care Services National Law and Regulations, Family Assistance legislation and Public Health legislation.

## What information do we collect?

### Families

The information we collect about families includes but is not limited to:

* contact details (name, address, email, and telephone numbers),
* date of birth, relationship to the child, evidence of guardianship or parental responsibility, where relevant, information pertaining to child custody and access arrangements,
* Medicare and Centrelink details, Private health Insurance, Child Care Subsidy details, financial information, employment details. For University of New England (UNE) employees we also collect salary sacrifice information.

### Children

Additional information we collect about children attending our services includes but is not limited to:

* date of birth, gender, cultural background, home language, and religious beliefs,
* Medicare and Centrelink details, immunisation records, special needs information, dietary requirements, medical information and management plans if relevant, court orders relating to the child (parenting orders/plans, residence, and child contact’s)
* proposed and actual attendance days and dates, and any school enrolment details, school transition statements
* photos and video of the child and information about child’s development, strengths, interests, preferences, routines, and information about how we can best communicate and care for a child.

### Other individuals

We collect information about other individuals’ a child’s family would like us to interact with about their child. This includes:

* additional emergency contacts the child’s family agree may:
	+ collect their child from Yarm and/or
	+ give consent for outings, treatment, or emergency care in the event the child’s family cannot be contacted.

For these individuals we will collect names, relationship to the child, address, telephone numbers and email addresses.

* siblings or family members that live in a child’s household or who attend Yarm. For these individuals we will collect names, age, and their relationship to that child.
* details of people who have contact with a child and are important for the family to let us know.

### Early childhood professionals and other jobseekers

For those seeking employment with Yarm, we collect information that includes but is not limited to:

* contact details (name, address, email, and telephone numbers),
* details of current employment (job status, employer, job title and current salary)
* information for identification verification and compliance with the Education and Care Services National Law and Regulations, and evidence of ability to work in Australia. This includes Working with Children Check details, qualifications, professional development attendance, first aid certificates
* contact details for referees (name, telephone numbers and email address) and information provided by referees during reference checks.
* contact information from early childhood professionals at professional events, which we will use to contact childhood professionals and other jobseekers about future recruitment opportunities with Yarm.

## Collecting sensitive and health information

Sensitive information is a type of personal information that is afforded extra protection under the Australian Privacy Principles. Sensitive information includes health information, information about racial or ethnic origin, philosophical beliefs and religious beliefs.

Yarm seeks to collect sensitive information with a family’s consent. However, please note that we are required to collect some sensitive information under the Education and Care Services National Law and Regulations.

We will collect health information about children including each child’s medical and health history (including information about any incident, injury, trauma or illness sustained) information about allergies and anaphylaxis, information about prescribed medications, immunisation details, disabilities, medical management plans, the name and contact details of the child’s doctor(s) and dentist, any intervention services or other support provider used, a child’s Medicare Number and private health cover.

We will also collect information about the cultural background of children, and if applicable, about the child’s parents. We will collect sensitive information about any special considerations for a child, for example, any cultural, religious or dietary requirements or additional needs.

## How do we collect information?

In most cases we will collect personal information from families, children, early childhood professionals and other jobseekers directly. We collect information through our standard forms, including enrolment forms, via our childcare management solution (OWNA Childcare Apps), via Yarm Advisory Group social networking site, via job applications, and through written and verbal communication with such as email, phone, or face-to-face discussion.

## What if I don’t provide information?

If you are unsure why Yarm is asking for information, or you do not wish to provide personal or sensitive information, you should speak with our Director or Educational Leader.

The Director or Educational Leader will discuss with you the reasons why we ask for your personal information, including any sensitive or health information. If you do not wish to provide the information requested, we will tell you if there are any consequences, including how it will affect the education and care services we are able to provide.

Yarm is required by law to collect some personal and sensitive information. If you choose not to provide us with information we are required to collect under law, we may not be able to provide you with education and care services.

## Use of personal information

We will use the personal information we collect to provide education and care services, communicate with families about their child, manage enrolments for children, provide information about Yarm and our education and care services, invite families to provide feedback about our services, and to manage applications for employment with us.

For early childhood professionals and other jobseekers, we may use personal information to contact you about potential employment opportunities within Yarm and to ensure documentation is maintained for compliance with the Education and Care Services National regulations.

## Disclosure of personal information

We will disclose personal information we collect for the purpose of the proper operation and delivery of Yarm’s services, or as required by law. Staff and volunteers at Yarm sign a confidentiality statement prior to engagement with us. The Yarm Director or Educational Leader will ensure that information about families, children and childhood professionals and other jobseekers, is only disclosed in accordance with this privacy policy.

* Yarm Gwanga is owned by UNE and is managed in collaboration with UNE and UNE Life. For UNE employees accessing Yarm services and who choose to use salary sacrifice, we may disclose personal information relating to the employee’s children’s enrolment (date of enrolment, number of days/hours of care used) to your employer.
* We may disclose personal information to a State Regulatory Authority, as required by the Education and Care Services National Law and Regulations or in accordance with child protection or other laws.
* We may disclose personal information to ensure compliance with the Family Assistance Law which includes the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS).
* With your consent, we may disclose family’s personal information or their children’s personal information to individuals or agencies. For example, we may seek families consent to disclose information to inclusion support workers or medical staff. In the case of an emergency, if we are unable to contact a child’s family or emergency contacts, we may disclose information about the family or the child to a registered medical practitioner or emergency service.
* We may disclose personal information to companies that assist us with our business, E.g. OWNA Childcare Apps, the supplier of Yarm’s childcare management solution. We will take reasonable steps to enquire that service providers comply with the Australian Privacy Principles.
* Yarm will display within set areas of our premises, medical condition emergency plans for children enrolled in Yarm’s services. We will only display other information that would be within a family’s or early childhood professionals and other jobseekers’ reasonable expectations, or with families, early childhood professionals and other jobseeker’s consent.

## Storing personal information

Yarm is committed to protecting the personal information we hold. The Director and Educational Leader will ensure that all personal information is stored safely and securely. We use a range of security measures to protect the personal information held by Yarm.

* Non-current records will be archived and stored according to requirements under the Education and Care Services National Law and Regulations and in accordance with our Records Policy.
* Yarm uses OWNA Childcare Apps as its current childcare management solution to manage its current records and service information. Including waiting lists, enrolments, information on families, information on children, and information on intervention or other service providers used by a family and their children.
* Yarm uses OWNA Childcare Apps to store staff and educator information required for operations and compliance under the Education and Care Services National Regulations.
* Yarm will store staff and educator recruitment information within the UNE systems. If an early childhood professional or other jobseeker is unsuccessful in gaining a position with Yarm, we will retain their details to contact them if a suitable position arises.

Families, early childhood professionals and other jobseekers can request access to the personal information we hold about them. To access personal information, contact Yarm’s Director or Educational Leader.

We will provide families, early childhood professionals and other jobseekers with access to their personal information, and families access to the information we may hold about their child, except where not permitted under the Australian Privacy Principles. These exceptions include where we believe that giving access would pose a serious threat to the life, health or safety of an individual, giving access would unreasonably impact on the privacy of another person, or where giving access would be unlawful. If we refuse to give access because of one of the exceptions under the Australian Privacy Principles, we will let the families, early childhood professional and other jobseekers know in writing the reasons why.

## Correction of your personal information

The Director and Educational Leader are responsible for keeping personal information accurate, relevant and up-to-date. Re-enrolling families will be asked to update their details at the beginning of each new calendar year.

If you believe that any personal information we hold about you is inaccurate, out-of-date, incomplete, irrelevant or misleading, please let us know and we will take all reasonable steps to correct the information.

## Concerns and complaints

If you have any concerns about how we are handling your personal information, or if you would like to make a complaint, please contact the UNE Privacy Officer at privacy@une.edu.au
The UNE Privacy Officer will try to resolve the issue with you directly.

If you are unhappy with our response you can complain to the NSW Privacy Commissioner. Guidance on making a complaint can be found on the Information and Privacy Commission NSW (IPC) website at <https://www.ipc.nsw.gov.au/privacy/citizens/make-complaint>
The Information and Privacy Commission NSW can be contact at ipcinfo@ipc.nsw.gov.au