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## **PRIVACY POLICY**

### Leadership and Service management – Quality Area 7

Kids World Kindy is committed to providing quality service to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal information.

We have adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth)(the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal information.

A copy of the Australian Privacy Principles may be obtained from the website of the Office of the Federal Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au)

### **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: name, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, enrolment forms and enrolment records, correspondence, by telephone, by email, via our website

[www.kidsworldkindy.com.au](http://www.kidsworldkindy.com.au), and from third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purposes, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

### **Sensitive Information**

Sensitive Information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorized by law.

### **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case



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we will take reasonable steps to ensure that you are made aware of information provided to us by the third party.

### **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorized by law.

### **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years or longer if required by the Education and Care Services National Law Act 2010 and the Education and Cre services National Regulations 2011.

### **Access to Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

**Kids World Kindy** will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

### **Maintaining the Quality of your Personal Information**

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or in inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

### **Policy Updates**

This policy may change from time to time

### **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact the Director by email [lienna@kidsworldkindy.com.au](mailto:lienna@kidsworldkindy.com.au)

**Last Review: August 2017**