



ECMS Privacy Policy Collection Statement

We believe your privacy is important.

We have put in place a Privacy Policy, which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.

Our service is, in some of its activities, bound by privacy legislation.

- If we need to collect health information we are subject to the Health Records Act (Vic).
- If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). With all other transactions involving personal information, we are covered by the Commonwealth Privacy Act 1988.

Purpose for which information is collected

The reasons for which we generally collect personal information are:

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 we are required.
Committee members	To work with committees in the management of ECMS services.
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 individuals employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

Disclosure of personal information, including health information

We may disclose some personal information, including health information, held about an individual to:

- Government departments or agencies as part of our legal and funding obligations;
- Local Government in relation to enrolment details for planning purposes;
- Children's services within the central enrolment scheme managed by ECMS for the allocation of places;
- Parent committees to enable them to contact users of their service;
- Insurance providers in relation to specific claims;
- Law enforcement agencies;
- Organisations providing services related to employee entitlements and employment;
- Anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The Education and Care Services' National Regulations, Associations Incorporations Act 1981 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.

Access to information

Individuals on whom we 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 our Privacy Policy, which is available on request.

For information on the privacy policy please contact your Area Manager, who's contact details can be found on the 'Compliments and Concerns' poster displayed at your child's centre.