



Personal Information Collection Statement

Tugulawa Early Education is committed to maintaining all personal information provided by its families, employees, volunteers, students and community in accordance with our Privacy and Confidentiality Policy and the Australian Privacy Principles.

Each family, employee, volunteer and student is provided with a Privacy Collection Statement upon enrolment or induction.

This statement outlines the type of personal information collected by Tugulawa and how information is acquired, used and shared. Tugulawa Early Education will not disclose personal information unless it is necessary to do so. We will not disclose personal information to third parties or to overseas recipients. See our full Privacy and Confidentiality Policy for detailed information.

Personal Information

What information is collected?	How we collect this information?	Why we collect this information?
Medical Information, health and immunisation	<ul style="list-style-type: none"> • SmartCentral enrolment paperwork • Employment record • Immunisation history statement • Health care cards • Incident, Injury, Illness and Trauma Records • Medication Forms • Special Dietary Requirements Register • Medical Management Plans 	<p>To ensure the health and safety of every child and as a requirement under Family Assistance Law and the Public Health Act.</p> <p>Special Dietary Requirements and Medical Management Plans are displayed in the classrooms, kitchen and playground to ensure that all Educators have necessary health information readily available to ensure children's health and safety.</p>
Income and financial details, includes credit card and banking information	<ul style="list-style-type: none"> • SmartCentral enrolment paperwork • Employment record • Fee payment and purchases • Tax File Number Form 	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education.
Contact details of family and emergency contact information	<ul style="list-style-type: none"> • SmartCentral Enrolment paperwork • Employment Record 	Required under the Education and Care Services Regulation.
Children's Developmental Records	<ul style="list-style-type: none"> • Programming Documents (includes learning stories, observations, point in time summaries, etc) • Communications with families 	Required under the Education and Care Services Regulations and to provide a high quality education and care service.
Family Assistance information	<ul style="list-style-type: none"> • SmartCentral Enrolment paperwork • Employment record • CCSS 	Required under the Family Assistance legislation and under employment legislation under Income Tax Legislation.

Legal Information	<ul style="list-style-type: none"> • SmartCentral Enrolment paperwork • Employment record • Court orders or AVOs 	Required under the Education and Care Services Regulation.
Employment, marital status and nationality	<ul style="list-style-type: none"> • SmartCentral Enrolment paperwork • Employment record 	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	<ul style="list-style-type: none"> • Employment record • Certified copies of documents 	Required under the Education and Care Services Regulation.
WWCC, criminal history checks	<ul style="list-style-type: none"> • Employment record • Originals of documents 	Required under the Education and Care Services Regulation.
Staff entitlements	<ul style="list-style-type: none"> • Payroll records • Tax File Number 	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, the Family Assistance Law, other relevant information collected to support the enrolment of a child	<ul style="list-style-type: none"> • SmartCentral Enrolment • Employment record • Complaints records 	Required under the appropriate legislation.

Personal information is information that personally identifies an individual, such as a name, residential or email address and includes information relevant to the enrolment process, credit card information, billing records, documentation of a child's learning and development, and recorded information regarding complaints.

Tugulawa Early Education only collects personal information that is necessary for us to carry out Centre operations or to comply with our legal obligations. This includes information required to comply with the National Education and Care Law and Regulations and to promote learning under the Early Years Learning Framework and Queensland Kindergarten Learning Guidelines. Information may also be collected to comply with other Laws including State or Territory Health Laws. This information will only be used for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law).

All information must be collected using lawful means and with the express permission of the person to whom the information directly relates to. This may include from a parent/guardian when relating to information about a child. Information that is public record or publicly accessible such as from social media sites may also be collected where it relates to the employment of a team member or the enrolment of a child/family at the service.

The information collected may be disclosed to the following types of organisations:

- Government departments such as Centrelink/Human Services (this is necessary for families to receive the Child Care Subsidy)
- In the event of an emergency, police, medical or hospital personnel or nominated emergency contact person, or other person assessed as necessary to respond to the emergency.

Tugulawa Early Education may not be able to enrol your child should the requested information not be supplied. You have a right to access the personal information that Tugulawa Early Education holds about you or your child (subject to any exceptions in relevant legislation).

If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Co-Directors, or consult our Privacy and Confidentiality Policy. This policy clearly documents our commitment to Privacy and Confidentiality and our procedures around this.