

General Privacy Policy

GreenKids Early Learning ("GreenKidsELC") is privately owned & operated. **GreenKids** also employs the staff that work at our Early Learning Centre. **GreenKids** is committed to safeguarding your privacy. This policy demonstrates how **GreenKids** collects, uses and discloses your personal information as collected during the duration of your child's attendance at our Early Learning Centre.

a) Collection of Personal & Sensitive Information

GreenKids may seek to collect your personal information. Personal information collected by **GreenKids** will be held in paper form or electronically at our **GreenKids** Early Learning Centre. The purposes for which your personal information is collected will usually be obvious at the time it is collected. **GreenKids** generally collects personal information of parents and guardians for the primary purpose of ensuring the well-being, protection and development of children.

*For example **GreenKids** will record and keep the contact details of the child's parents and also other responsible adults who might be called to collect a sick child should the primary careers be unavailable for any reason.*

If you do not wish for your personal information to be collected you should discuss this with your Centre Director. **GreenKids** employees will act strictly in accordance with this policy and will be happy to discuss the reasons for seeking to collect your personal information. They will also discuss with you any consequences of not providing your personal information, which may include an effect on what services your **GreenKids** Early Learning Centre can provide to you.

b) Use and Disclosure

GreenKids will only use or disclose your personal information for the purpose it was collected or a reasonably expected related purpose. Personal information of parents, guardians and children in care is ordinarily used or disclosed for the primary purpose of ensuring the well-being, protection and development of children in the care of **GreenKids** Early Learning Centre or a reasonably expected related purpose.

GreenKids will not otherwise use or disclose personal information to a third party for any other purpose without consent unless it is authorised or required by law.

c) Access and Correction

You may request access to your personal information. Ordinarily **GreenKids** will require you to make a request for access in writing directed to the **GreenKids** Manager/ Privacy Officer. **GreenKids** employees other than the Manager/Privacy Officer are not generally able to provide you with access.

If you believe that **GreenKids** record of your personal information is incorrect, please let **GreenKids** know. In some circumstances such as where to do so might put a person at risk of harm, **GreenKids** may decline access to personal information. If your request for access is denied, **GreenKids** will tell you why.

You may also seek access to documentation generated by your **GreenKids** Early Learning Centre in respect of your child's records. Ordinarily **GreenKids** will require you to provide in writing your request in respect of this documentation. Any requests should be addressed to The Proper Officer, **GreenKids** Early Learning, Lot 12 Enterprise Avenue Hampton Park VIC 3976.

d) Contact **GreenKids** Privacy Officer

If you have any questions or concerns about this policy please contact **GreenKids** Manager/Privacy Officer:

- By email at admin@greenkidsearlylearning.com.au
(please mark the subject box with the words Manager/Privacy Officer)
- By telephone at 03 9799 9933 or
- By post at **GreenKids** Manager/ Privacy Officer, Lot 12 Enterprise Ave Hampton Park VIC 3976.