

MOJO MONTESSORI Early Learning Centre - Privacy Statement

At **MOJO MONTESSORI Early Learning Centre** protecting the privacy of you and your family is important to us. We take our legal obligations very seriously.

From 12th March 2014, changes to the Australian privacy laws come into force. These law changes impose new and stricter obligations on organisations that collect, handle and disclose personal information.

Personal information is fundamentally anything that identifies, or could reasonably identify you or your child. It can include your name, contact details, occupation or other private details and information so we've updated our Privacy Policy to ensure that we continue to comply with the privacy laws in how we manage and protect your personal information.

If you're interested in more details on how we collect and handle your personal information please take a moment to read our **Private Information Disclosure Statement** and our updated **Privacy Policy**

MOJO MONTESSORI Early Learning Centre Privacy Disclosure Statement

MOJO MONTESSORI Early Learning Centre and its related entities, collect, disclose and use your personal information to assist us in providing effective early childhood education and care.

Apart from the information that you provide us, We may collect personal information that is available from public sources or from third parties that provide us with marketing information.

Due to the nature of our service, we may be required to provide your personal information to government agencies, our related companies and to people that we outsource functions to, for example, educational program support services or payment processing agencies.

If you choose not to provide some or all of the personal information we require, it may affect our ability to provide care.

You can ask us not to use your information to promote our services by following the procedure outlined in the **MOJO MONTESSORI Early Learning Centre Privacy Policy** which contains information on how:

- to update your preferences about the marketing and promotional material we send to you;
- to request access to and seek correction of the personal information we hold about you;
- to make a privacy complaint.
- **Angie Verstegen** is our privacy officer and will assist you with any complaint, access or correction.

MOJO MONTESSORI Early Learning Centre Privacy Policy

MOJO MONTESSORI Early Learning Centre values your privacy

Protecting your privacy and keeping your personal and sensitive information confidential is important to **MOJO MONTESSORI Early Learning Centre**

This document outlines the policy of **MOJO MONTESSORI Early Learning Centre** and any of its related entities.

This Privacy Policy relates to personal information we handle about our parents, our children, our visitors and other members of the public.

In this Privacy Policy, we use the terms, "**we**", "**us**", "**our**" or "**MOJO MONTESSORI Early Learning Centre**" to refer to this service and any related body corporate.

1) What is personal information?

- a) Personal information means information or an opinion that identifies you, or could reasonably identify you as an individual, whether the information or opinion is true or not.
- b) Some personal information is considered 'sensitive information' under the *Privacy Act 1988 (Cth)* (**Privacy Act**). Sensitive information can include information like your membership of a professional or trade association, religion, marital status or sexual preference.

2) Collecting and holding personal information

- a) We only collect personal information that is necessary to operate our service.
- b) The personal information that we collect about you and your family includes your name, postal and street address, email address, telephone number, gender, age, profession/role, place of work, emergency contact details, any special needs or preference of your child, information relating to any complaints you have made to us about our service and any information we are required to maintain to satisfy government regulatory requirements. We also collect your payment information, such as your credit card or direct debit information when you purchase a service from us.
- c) In certain circumstances we may collect sensitive information about you such as any religious or cultural observances or any special health or developmental needs we should be aware of. The Privacy Act regulates the collection and handling of sensitive information as well. We are able to collect that information if you voluntarily give it to us or if you otherwise consent to us collecting it. We will only collect sensitive information about you or your child if you provide us with sensitive information, this will constitute your consent.
- d) It is important to understand that most of the information we request is for compliance with government regulation and if this information is not provided we

may not be able to provide you with service.

- e) We typically hold the personal information that we collect either on electronic databases or as hard copy documents in personal files. All information is secured with access only being permitted to people at the service that have a need to access it.

3) Methods of collecting personal information

- a) We collect personal information that you provide to us through:
 - i) Expressing interest through putting your details on our waiting list;
 - ii) Enrolling your child/ren in our service;
 - iii) Processing Childcare Benefit payments;
 - iv) Bank and other transaction activities you authorize us to conduct;
 - v) Complaints made by you with us;
 - vi) Court orders you ask us or we are required to observe;
 - vii) Emergency contact (**NOTE:** Emergency contacts must also personally consent to their private information being kept by our service.)
 - viii) Information collected by our web site;
 - ix) Information you provide to our consultants;
 - x) provided to us by our consultants;
 - xi) competition entry forms;
 - xii) bookings for training and events;
 - xiii) release forms and testimonials;
 - xiv) parent surveys;
 - xv) when you register for newsletters; and
 - xvi) when you provide material to us to enable us to provide or improve our services to you.
- b) We may also collect personal information about you:
 - i) from our third party joint initiative partners;
 - ii) that is publicly available from sources such as social media websites; and
 - iii) from third parties that provide us with marketing leads.

4) Use and disclosure of your information

- a) We collect, hold, use and disclose personal information to:
 - i) fulfill our obligations to provide you with the services you have asked for;
 - ii) assist third party educational or developmental specialists acting on your behalf;
 - iii) perform transactional that you have authorised;
 - iv) Keep you informed of relevant software and services that support your child's early education and development;
 - v) Process Child Care Benefit or other government support payments;
 - vi) To maintain a healthy and safe environment for your child/ren;
 - vii) Enable secure access to our websites;
 - viii) participate in the process of any third party acquisition or potential acquisition of an interest in us or our assets;
 - ix) process your transaction details for bank feeds; and
 - x) fulfil any legal and regulatory obligations.

5) Security of personal information

- a) All personal and sensitive information in electronic form is kept in secure data bases that can only be accessed by staff who have the delegated authority to do so.
- b) Documentation that may be provided to the service at any time is kept in locked filing cabinets with key access. Such access can only be gained through the services approved provider.
- c) If you are considering sending us any personal information by standard email, please be aware that the information may be less secure in transit. We are required by law to take steps to protect the security of personal information once it comes into our possession only.
- d) The security measures that we put in place to protect your information are audited from time to time to ensure that the service observes best practice and is compliant with all applicable aspects of the Privacy Act.

6) Information access and correction

- a) Subject to any exceptions under the Privacy Act, if you have provided us with personal information, you have a right to request to access or correct it. If you want to access or correct your personal information you should contact the office and put your request in writing.
- b) Once you have made your request for access or correction, we will respond within a reasonable period. In some cases we may ask you to pay an administrative fee to cover costs associated with your request for access. To assist us in responding to your request, please include as much detail as possible about the particular personal information that you are seeking to access or correct (in order to help us locate it) and, if applicable, how you would like to access the information.
- c) We will provide you with a copy of or details of your personal information wherever it is possible and practicable to do so. Otherwise, we will work with you to find a mutually agreed alternative.
- d) If after exploring all options, we refuse to correct or give you access to your personal information, we will provide you with a written notice that sets out the reasons for the refusal (except where it would be unreasonable to do so), the mechanisms available to you to complain about the refusal and any other matters that the Privacy Act requires us to address.

7) Questions, concerns and complaints

- a) If you want to make a complaint about a breach of your privacy by our service, you can contact us at the office during working hours. All complaints will be investigated by an appropriately qualified and senior representative however we may engage an external person to conduct the investigation independently. We will endeavor to resolve your complaint as quickly as possible, and in any event within 30 days. If your complaint takes longer to resolve, we will keep you informed of our progress with the investigation including how we propose to resolve your complaint and what, if any, corrective measures will be put in place.
- b) If you require further information about our privacy complaints handling process or the progress or outcome of any privacy complaint investigation, please contact the **Privacy Officer** through the office.
- c) If you are not satisfied with our handling or resolution of your complaint, you can lodge a complaint with the Office of the Australian Information Commissioner ("Oaic"). For more information about making a complaint to the Oaic, visit <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

8) Changes to this Privacy Policy

We may make changes to this Privacy Policy from time to time. We will make any changes available to all families using our services. You can also obtain a copy of the most current Privacy Policy by either emailing or writing to the Privacy Officer at the service.