



Privacy Statement

Warrnambool City Council Children's and Family Services are committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). All personal and health information provided by you regarding yourself and your child/ren and any other person will only be used to determine priority of access and allocation of a Kindergarten position for your child.

All personal information collected is a requirement of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.

Personal and or sensitive information may be disclosed to the Department of Education and Training (DET) to meet funding requirements for the program your child attends or the Department of Health and Human Services (DHHS) for the purpose of claiming fee subsidies for your family.

In addition:

- We will only use personal and health information provided by you for the purpose which it was collected as stated above. This information will not be used for any other purpose without prior consent;
- We will not disclose your personal information to a third party and will take all necessary measures to prevent unauthorised access or disclosure outside of the requirements outlined above;
- We will ensure that your personal information is not disclosed to other institutions and authorities outside Council without prior consent except if required or authorised by law;
- If required information is not supplied as requested your child will not be able to attend the service;
- With limited exceptions we will give you access to information we retain about you within a reasonable time, upon presentation of a written request.

For further information refer to the WCC Children's and Family Services Privacy Policy available for viewing at the service or upon request by contacting WCC Children's and Family Services on 55594 800.