



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 ensure the health and safety of your child/ren whilst they are enrolled at the early years' service.

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 or sensitive information may be disclosed to a recognised funding body, The Department of Education (DE) through the Child Care Subsidy System (CCSS) or Arrival System for the purpose of acquiring funding for the program your child attends.

Personal or sensitive information may be disclosed to WCC Children's and Family services which include Maternal Child Health, Family Services, Family Day Care, Centre Based Child Care and Kindergarten services delivered by Warrnambool City Council for the purpose of supporting child/ren and families safety and wellbeing.

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.

Children's Service Centre
500-600 Raglan Parade
PO Box 198 Warrnambool VIC 3280