

PRIVACY

This document will be given to parents/guardians, and individuals from whom Taralye seeks personal, health and sensitive information.

Taralye respects the individual's privacy and will state its information privacy handling practices in compliance with the Privacy Act 1988 (Cth) (**Privacy Act**) which, from 12 March 2014, sets out the new Australian Privacy Principles (**APPS**), and Privacy Data and Protection Act 2014 (Vic) (**PDPA**) which sets out the Information Privacy Principles (**Victoria IPPs**); and Health Records Act 2001 (Vic) which sets out the Health Privacy Principles (**Victorian HPPs**), (collectively referred to as **Privacy Laws**).

This Policy illustrates how we will collect, use, disclose, manage and transfer personal information, including health information. Taralye is bound by privacy legislation as a government funded preschool and kindergarten service provider and as a health service to hearing impaired children.

COLLECTION STATEMENT

Preschool and kindergarten services acts and regulations, Privacy Laws require us to collect specific information. Failure to provide the required information could affect the child's enrolment at the preschool, kindergarten and early intervention program, and Taralye's ability to function. We will not collect information for which we do not have a primary and immediate use.

The type of personal information we collect includes (but is not limited to):

- a) The child and family
 - I. Enrolment details for the preschool, kindergarten service and early learning program, including health information,
 - II. Child attendance record – date, name of child, time of arrival and departure, and names and signatures of person delivering and collecting the child,
 - III. Child medication record as applicable,
 - IV. Accident, illness and injury record as applicable,
 - V. Progress records kept on children,
 - VI. Early intervention program personal and health information, and
 - VII. Recording including video, sound, teleconferencing and photographs.
- b) Contact details of other parties with which Taralye deals.

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PRIVACY CONCERN

Individuals who have a privacy concern, or wish to make a complaint in relation to a possible breach of privacy can contact Therese Kelly, Chief Executive Officer, or Privacy Officer at Taralye, at PO Box 113, Blackburn, Victoria 3130 or by phone on 03 9877 1300.

RECORDING – VIDEO, SOUND, TELECONFERENCING AND PHOTOGRAPHS

Taralye is a unique educational setting with viewing rooms and cameras, where sessions can be filmed of children in the Preschool, Kindergarten and Early Intervention Program at various times during the year.

Video recording the activities and interaction of hearing and hearing impaired children over a period of time enables a data bank for research and professional education on child development and oral language acquisition during the preschool and kindergarten years. Parents have ready access to the video records of their child as well as being able to observe sessions from the viewing room. Various professionals may also use the viewing room for research purposes.

Before any video recording or use of the viewing room can take place, we will

- I. ask parents/guardians of each child at the beginning of the preschool and kindergarten program and before an early intervention program commences, for written permission to allow their child to be recorded,
- II. obtain written permission from parents/guardians before we release any recording for research and professional education purposes,
- III. receive any recordings back from the researcher at the end of the research, and
- IV. responsibly archive or destroy any records made.

The above also applies to any sound recording, teleconferencing and the taking of photographs.

DISCLOSURE OF PERSONAL INFORMATION, INCLUDING HEALTH AND SENSITIVE INFORMATION.

We will only disclose personal information with the written permission of the individual. You should be aware that under relevant privacy legislation, other uses and disclosure of personal information are permitted, as set out in that legislation. This includes:

- I. government departments as part of our legal and funding obligations
- II. local government in relation to enrolment details for planning purposes
- III. organisations providing services related to employee entitlements and employment
- IV. anyone to whom the individual authorises Taralye to disclose information.

ACCESS TO INFORMATION

Individuals on whom we hold personal or health information are able to gain access to this information in accordance with the applicable legislation. Parents/guardians can ask for access to their child's records or personal information pertaining to the family, by writing addressed to Therese Kelly, Chief Executive Officer at Taralye. An appointment time will be arranged for a face-to-face discussion.