



PRIVACY OF INFORMATION POLICY

Aim

Kurralta Park Community Kindergarten Staff are committed to supporting the confidentiality of information provided by families.

Legislative Requirements

National Quality Framework 2025– National law and Regulations Act 2011

Australian Workplace Safety Standards Act 2005

Work Health and Safety Regulations 2012

Work Health and Safety (SafeWork SA) Act 2012

Who is affected by this policy?

Educators

Families

Children

COLLECTION OF PERSONAL INFORMATION:

Information collected enables us to:

- undertake kindergarten administrative and student care responsibilities.
- collect necessary statistical information
- report to other Government authorities and funding agencies as required by DfE
- undertake an analysis of the composition and performance of the student population.

Certain other information may be requested or required to meet the requirements of the Children's Services Act. e.g., Custody and Access, Immunisation Status

DISCLOSURE OF PERSONAL INFORMATION:

The disclosure of personal information to Government employees is regulated by the Information Privacy Principles (Dept. of Premier and Cabinet Circular No. 12). Personal information is only disclosed to State and Commonwealth public sector agencies for the above purposes as permitted by those Principles. We will not otherwise disclose information to others without your consent.

HEALTH INFORMATION:

Health Information is requested to plan for child health care needs. Further, detailed information will be requested if a child requires individual health support from the kindergarten staff or to ensure your child's safety at kindergarten.

If a child is ill or injured, kindergartens may use or disclose such health information on a need's basis to emergency care providers. In accordance with the privacy principles, this information is only disclosed to provide first aid and seek emergency medical assistance.

Parents/guardians are required to inform kindergarten educators of their children's learning difficulties, special support requirements and diagnosed disabilities to ensure that adequate support mechanisms are implemented from their first day of attendance.

The failure of parents/guardians to provide all up to date mental and physical health information limits the kindergarten to providing standard first aid and behavioural health support.

ACCESS TO PERSONAL INFORMATION:

Access may be requested to any information we hold about a child by a parent or guardian and that access must be always given.

A more detailed outline of the policies of DfE with respect to the management of personal information may be obtained by request to the Central Office.

As the kindergarten takes digital photos of the children regularly, a permission form is signed at the time of enrolment.

Sources

National Quality Framework 2025 - National Law and Regulations updated version 2025

Work Health and Safety Regulations 2012

Work Health and Safety (SafeWork SA) Act 2012

DECD. Health Support Planning in Education and Children's Services 2021

POLICY REVIEWED BY STAFF TEAM & GOVERNING COUNCIL IN November 2024

NEXT REVIEW IN November 2025