



## ECMS Privacy Collection Statement

When you enroll your child at an ECMS service, personal information will be collected by Early Childhood Management Services Inc, ABN 13 012 989 761 (**ECMS**).

In order to enroll your child at an ECMS service, we need to collect a range of personal (including health and other sensitive information) about your child and applicable parents/guardians, to enable us to process the enrolment and provide quality services to your child. Some of this information is required to be collected under various laws that we are subject to. The information that you need to provide as part of the enrollment process includes:

- name, address, date of birth of the child and the name, address, date of birth, and contact details of applicable parents/guardians;
- name, address, and contact details of emergency contacts for the child;
- health information, including immunisation records, details of any relevant medical or health issues, and copies of any medical, specialist, allied health reports and assessments that are relevant to the enrollment;
- financial information, including payment details and details of the occupations of parents/guardians;
- government issued identifiers, including Health Care Card (HCC) numbers and Customer Reference Numbers (CRN) and related information;
- information regarding court orders or other legal processes which may be in place, such as Parenting/Court orders and Apprehended Violence Orders;
- details of the visa, refugee, and asylum status of the child and parents/guardians; and
- details of ethnic and/or racial origins.

If you do not provide us with the necessary personal information we may not be able to enrol your child at our services or provide you with the required information or assistance.

We may on occasion be required to disclose some personal information held about you or your child to:

- Government departments or agencies as part of our legal and/or funding obligations;
- Local Government in relation to enrolment details for planning purposes;
- Preschools within the central enrolment scheme managed by ECMS for the allocation of places;
- External service providers so that they may perform services to us, including IT service providers and the operators of platforms (such as StoryPark) that enable us to communicate with you;
- Parent Committees to enable them to contact users of their service;
- Insurance providers in relation to specific claims;
- Law enforcement agencies;
- Health organisations and/or family in circumstances where the person requires urgent medical assistance and is incapable of giving permission;
- Any other party to which we are required to disclose information pursuant to law, including pursuant to ECMS' obligations under the Child Information Sharing Scheme established under the *Child Wellbeing and Safety Act 2005* (Vic) and the Family Violence Information Sharing Scheme established under the *Family Violence Protection Act 2008* (Vic); and
- Anyone to whom you authorise us to disclose information.

Please note that, pursuant to our legal obligations, we may display some personal information (including health information) in readily accessible locations at our services, including details of certain medical conditions affecting children enrolled at the service (such as anaphylaxis or asthma), so that all staff working at that service are aware of these conditions.

We may disclose your personal information to recipients which are located outside Australia, including to organisations that provide services to us which are based outside of, or otherwise store personal information outside of, Australia. Those recipients may be located in various countries, including New Zealand and the USA.

You may request access to or correction of personal information we hold about you and/or your child in accordance with applicable laws. The procedure for doing this is set out in our Privacy Policy, which is available on our website [www.ecms.org.au](http://www.ecms.org.au)

For information on the privacy policy please contact your Area Manager, whose contact details can be found on the 'Compliments and Concerns' poster displayed at your child's centre or contact our Head Office on 8481 1100.

By enrolling your child at an ECMS service, you consent to the collection of personal (including sensitive) information in the manner described above.

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