

# Beacon Hill Community Kindergarten Association Limited



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## PRIVACY STATEMENT

The privacy of our families and children is important to us. This statement summarises the type of information Beacon Hill Community Kindergarten collects, how we may use it and how you can amend it if necessary. It relates to all the methods by which we gather information including our website.

Collection, maintenance and disclosure of certain personal information is governed by the Privacy Act, 1988 and detailed in the Australian Privacy Principles. Our specific procedures are detailed in our Privacy Policy which is available on our website or in the Policy and Procedures manual which is available on request. From time to time we may review and update the policy in order to take account of new laws and technology or any changes in our operations or practice and procedures.

Your acceptance of this privacy statement by signature on the enrolment form or on our website expressly gives consent to our use and disclosure of your personal information in the manner prescribed in the policy. In some cases where we request personal information about a child or parent and cannot obtain it then we may not be able to enrol or continue the enrolment of the child.

If you have any questions about either this statement or the policy please direct them to our Teaching Director.

### **Information we collect**

We may collect personal details relating to you such as your name, date of birth, email address, postal address, contact telephone numbers, credit card information and banking details. We may also collect information relating to the children being enrolled, parents and/or guardians before, during and after the course of a child's enrolment.

### **Why is information collected?**

We collect personal information to assist us to provide the best service for parents and children. Other than is set out in the privacy policy we will not reveal, disclose, sell, distribute, rent, share or pass your information to any third party, in Australia or overseas, other than those we have express permission for. The exception is where Beacon Hill Community Kindergarten is required by law to provide your information.

### **Security**

Beacon Hill Community Kindergarten takes all reasonable security measures to protect personal information from loss, unauthorised access, destruction, misuse, modification or disclosure. While we strive to protect your information, we cannot guarantee the security of any information you provide on the internet. Therefore these activities are conducted at your own risk. The information that we receive from you is kept in a secure manner and only accessed by authorised personnel of Beacon Hill Community Kindergarten.

### **Access to personal information**

To access your personal information please contact us.

### **Privacy statement changes**

Beacon Hill Community Kindergarten reserves the right to modify or amend its privacy statement from time to time. Users will be notified of any change through the website or by direct mail.

### **Enquiries**

If you have questions or do not feel that your concerns have been addressed in our privacy statement, or you just want to clarify a point, please feel free to contact us.