

Community preschool

NB: A parent or legal guardian must sign and return a copy of this form.

Consent form – Start Strong, NSW Government

Dear Parent/Legal Guardian

As part of your child's enrolment in this Service, your consent is required to collect and share Personal Information with the NSW Department of Education (the department) where required for funding and support purposes. This consent form has the information you need to know.

About this form

This form is for you to give consent for the Service to disclose your and your Child's Personal Information to the department.

Privacy Notice

The department is committed to protecting the privacy of your Personal Information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Privacy Act 1988* (Cth) (**Privacy Act**), including the Australian Privacy Principles which establish safeguards to protect personal and health information held by government agencies.

What Personal Information is collected?

'Personal Information' (including information or an opinion) may include information that you have provided (or someone has provided on your behalf) as part of your Child's enrolment application or otherwise in connection with your Child's attendance at the Service. The department is able to collect relevant personal information for the purposes identified in the *Education and Care Services National Law Act 2010*.

This information may include your Child's name, date of birth, address, languages spoken at home, First Nations identity and other information about you, your family or household. If relevant, this may also include information relating to your Child's health, including any disability, medical records and reports.

How is Personal Information used?

The Service is required to disclose Personal Information to the Department to receive funding and other support for early childhood education programs for your Child.

The department may disclose your or your Child's Personal Information to its staff and third parties engaged by the Department (**Third Parties**) for the purposes listed below. The department will only disclose as much Personal Information as required for those purposes. If information is disclosed to Third Parties, the department will require them to only use Personal Information to provide support to the Service and reporting to the department.

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Why is Personal Information collected?

The department may use your or your Child's Personal Information for the following purposes:

- administering programs including the assessment and eligibility of support or funding to your Child;
- administering programs offered by the department for services, including the department engaging a Third Party to support educational outcomes for the Service including potentially for your Child. In these circumstances, you also consent to Service disclosing Personal Information directly to the department's Third Parties assisting with these programs;
- as part of the department's audit of the Service including in relation to use of department funding; and
- any purpose relating to the department's statutory functions which may include disclosure of de-identified data to other Australian Government agencies, including the Commonwealth and other States and Territories.

What if you do not give consent?

If you do not agree to your or your Child's Personal Information being provided to the department, this could impact the funding and support available to the Service in relation to your Child. Please speak with your Service if you have concerns or contact the department for more information.

About your Personal Information

Under the Privacy Act, you have a right of access, correction and amendment of your Personal Information. To access your Personal Information please contact the Service or the department. More information about this can be found on the department's privacy page:

<https://education.nsw.gov.au/rights-and-accountability/privacy/privacy-information-and-forms>

For information on funded programs available through the department, please visit:

<https://education.nsw.gov.au/early-childhood-education/operating-an-early- childhood-education-service/grants-and-funded-programs>

Your Personal Information will be held and managed by the department in accordance with the Privacy Act. For further information, please see the [department's privacy policy](#) or webpage above.

If you have a concern or complaint about the way your Personal Information has been collected, used or disclosed you should contact the department via the Privacy webpage above, or alternatively:

Legal Services Directorate
NSW Department of Education
Level 5, 105 Phillip Street
Parramatta NSW 2150
Email: legal.privacy@det.nsw.edu.au

Your Consent

I agree that Springwood & District Preschool Kindergarten (the Service) may collect Personal Information about me and my Child or legal ward (Child) for the purposes described in this consent form. By completing the details below and signing this consent form, I consent to the collection, use and disclosure of mine, my Child's, my

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family's and my household's Personal Information in the manner outlined in this form. It is my responsibility to obtain the consent of other members of my household or my Child's family, if I think it is required.

Once provided, you may also withdraw your consent at any time by contacting the Service, and no further Personal Information will be disclosed. However, this may impact the funding and support made available to the Service for your child.

Details of Child	
Print full name of Child	
Date of birth (DD/MM/YYYY)	

Details of parent / legal guardian	
Print full name of parent / legal guardian	
Relationship to Child (e.g. mother, father, guardian)	

Signature of parent/guardian

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Date (DD/MM/YYYY)

____/____/____