



*"Celebrating joy in care and education"*

**Montessori Stepping Stones**

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## **Privacy Notice**

Dear Parent,

Thank you for your interest in joining us at Montessori Stepping Stones, and choosing us to be part of your child's early childhood education.

In order to provide care, we are required to collect a range of information, some of which is defined as personal or sensitive information, under the Privacy Act 1988

Under the Act:

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive personal information' means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

If the relevant personal information requested in the attached forms is not provided, we will be unable to assess your eligibility to access education and care at our service, or your eligibility for any available childcare assistance support or funding that may be, or become, available.

The information that you provide will only be disclosed to relevant National or State based agencies for regulatory or compliance purposes, and only if that disclosure is consistent with relevant laws, in particular the Privacy Act 1988.

All personal or sensitive information you entrust to us will be used, stored, or disposed of as necessary in accordance with the Privacy Principles.

By completing and submitting the attached enrolment and associated forms, you consent to the collection of all personal information, including sensitive personal information, contained in those forms.

Our privacy and confidentiality policy includes information about how to access, and if necessary, correct your personal information. A copy of the policy can be obtained from the centre, and is posted on our website.

If you need to talk to anyone about your personal information or to make a complaint, please ask to speak to the services privacy contact officer.

Welcome to our service

Regards

Jason Place

General Manager