



Privacy policy & Copyright

Our Commitment to Privacy

At KidsCollege @Sarina, we understand that trust is at the heart of what we do. The privacy and confidentiality of our children, families, and staff is something we take very seriously.

We are committed to handling all personal information with care, respect, and integrity. Our practices are guided by strong ethical standards and comply with Australian privacy laws. We only collect and use information that is necessary to support the safety, wellbeing, and development of every child in our care.

Protecting the privacy of our families - children and staff - is not just a policy—it's part of our culture and everyday practice

Summary

We collect details like your child's name, medical needs, emergency contacts, and any special care requirements. This helps us provide the best care for your child, meet legal requirements, and keep you informed.

We only collect the information we truly need. We store it safely, share it only when required (like with emergency services or government departments), and never sell or misuse it.

You have the right to access or update your information at any time. If you ever have questions or concerns about your privacy, we're here to help.

A full copy of our Privacy Policy is available from management and on our website.

In detail

1. Our Commitment to Privacy

At KidsCollege @Sarina, we are committed to protecting the privacy and personal information of the children in our care, their families, and our staff. We comply with the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs), and relevant Queensland legislation.

2. Personal Information We Collect

We collect personal information necessary to provide safe and high-quality care. This may include:

- Child's name, date of birth, address, and gender
- Parent/guardian contact details
- Emergency contacts
- Medical information (e.g., allergies, medications, immunisation records)
- Family court orders or parenting agreements

- Attendance records
- Photos and videos (for documentation and communication)

3. How We Collect Information

We collect information directly from:

- Enrolment forms completed by parents or guardians
- Medical and emergency contact updates
- Conversations, meetings, or correspondence with families
- Observations and learning documentation
- Authorised third parties (e.g., healthcare providers)

4. Why We Collect Personal Information

We collect, hold, and use this information to:

- Provide appropriate care and education
- Fulfil legal obligations under the Education and Care Services National Law and Regulations
- Communicate with parents and guardians
- Manage enrolments and waiting lists
- Administer first aid or emergency care
- Comply with government reporting requirements

5. Disclosure of Personal Information

We will never sell personal information or disclose it for unrelated marketing purposes.

We may disclose personal information to:

- Emergency services or medical professionals (in case of emergency)
- Government agencies (e.g., Department of Education, Centrelink)
- Approved software providers (e.g., for learning management, enrolment, or billing)
- Individuals or organisations with lawful authority (e.g., court order)

6. Storage and Security

We store personal information securely in both digital and physical formats. Measures include:

- Password-protected databases and devices
- Locked filing cabinets for physical records
- Access limited to authorised staff only

We retain information as required by law and securely dispose of it when no longer needed.

7. Access and Correction

Parents and guardians may access or request correction of their personal information or that of their child. Requests can be made in writing to the Centre Director.

8. Use of Photos and Videos

We will seek written consent and respect any conditions placed on image use.

With parental consent, we may use photos and videos of children for:

- Documenting learning and development
- Sharing updates via secure apps or newsletters
- Internal staff training
- To promote KidsCollege @Sarina e.g. on the Center's website and social media

9. Copyright and Website Content

All content on our website—including text, graphics, logos, images, videos, and documents—cannot be used without appropriate permission. This content is protected under Australian copyright laws and international copyright agreements.

You may not reproduce, republish, upload, post, transmit, or distribute any material from our website without our written permission.

10. Policy Updates

This policy is reviewed annually and may be updated to reflect changes in legislation or operations. The latest version is available at the centre and on our website.

11. Concerns

If you have a concern about our handling of personal information, please contact the Centre Director. We will respond promptly as we are fully committed to ensuring the privacy of our families – children and staff.