



RTO No 6507

Information Collection Statement

As this is an important and sensitive topic I will do a more thorough review to ensure we are compliant. We also have a

- Privacy Policy and
- Records Management Policy and
- Client Information Policy and
- Confidentiality Policy

so will need to review for consistency and consider whether to amalgamate some.

Policy

- 1.1 We believe your privacy is important. We have put in place a Privacy Policy & Procedure, available on request, that illustrates how we will collect, use, disclose, manage and transfer personal information, including health information.
- 1.2 CCC is, in many of its activities, bound by privacy legislation. If we need to collect health information we are subject to the *Health Records Act (Vic)*. If CCC has collected information as a service provider to the state government, we are covered by the *Information Privacy Act (Vic)*.

1.3 Purpose for which information is collected:

The reasons for which we generally collect personal information are outlined below. Under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in the legislation.

Grouping:	Primary purpose/s for which information will be used:
Students and course, program or activity participants	<ul style="list-style-type: none">• To comply with the requirements of government department and agencies funding and service agreements, and• For planning and course, program or activity development purposes, and to provide for the needs of all students and participants.
Committee members	<ul style="list-style-type: none">• For the management of CCC by the Committee and to ensure a broad base is represented for CCC, funding and regulatory bodies.
Job applicants, employees, contractors, volunteers and students on placement	<ul style="list-style-type: none">• To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be, and• To administer an individual's employment, contracts or placement of students and volunteers.

Children and parents/guardians	<ul style="list-style-type: none"> • To enable us to provide care for the child attending CCC's occasional care service, and • To enable us to manage and administer the service as we are required by law.
Other Members not identified above	<ul style="list-style-type: none"> •

1.4 Laws that require us to collect specific information:

The *Children's Services Regulations 1998*, *Children's Services Act 1996*, *Incorporations Act 1981* and employment-related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment at CCC's occasional care service
- An employee's employment
- The Committee's ability to function as an incorporated association.

1.5 Disclosure of personal information, including health information:

We may disclose some personal information, including health information held about an individual to:

- Government departments or agencies including ACFE, DHS and Department of Education and Early Childhood Development (or their subsequent designations) as part of our legal and funding obligations
- Local Government for planning purposes
- Organisations providing services related to employee entitlements and employment
- Anyone to whom the individual authorises us to disclose information.

1.6 Access to information:

Individuals on whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy Policy & Procedure*, available on request. For further information on the Privacy Policy or if you have any questions, please contact:

The Manager

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Documents to be employed when implementing this policy and procedure:

Privacy Policy & Procedure

Revision History:

Date	Revision	Revised by
18/03/2015	Created	Liz Grigg
3/05/2019	Revised	Catrina O'Neill
19/08/2020	Reviewed	Catrina O'Neill
06/08/2023	Reviewed	Thomas Richardson