

**Wingate Avenue Community Centre**  
**Information Collection Statement**

We believe your privacy is important.

We have put in place a Privacy Policy which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.

Wingate Avenue Community Centre is bound by the Commonwealth and Victorian Privacy Laws. If we need to collect health information we are bound by the Health Records Act 2001. Health information is information about the physical mental or psychological health of an individual. If we have collected personal information we are bound by the Privacy Act 1988, Privacy and Data Protection Act 2014 and Personal Data Protection Act 2012. Personal information means recorded information or opinion about a readily identifiable individual.

If you are unsure about this, please contact one of the office staff.

**Purpose for which information is collected**

The reasons for which we generally collect personal information are:

<b>Personal information and health information collected in relation to:</b>	<b>Primary purpose for which information will be used</b>
Students and course participants	To comply with the requirements of government agencies funding and service agreements. For planning and course development purposes.
Board members	For the management of the house by the board.
Job applicants, employees, contractors, volunteers and students on placement	To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case maybe. To administer the individual's employment, contracts or placement of students and volunteers
Children and parents/guardians	To enable us to provide care for the child attending the house's morning care service and to enable us to manage and administer the service as we are required.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in the legislation.

**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 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.

### **Laws that require us to collect specific information**

The Children's Services Regulations 2012, Children's Services Act 1996, Incorporations Act 1981 and employment related laws and funding agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment in Wingate Occasional Care
- A student's ability to access government subsidized training
- An employee's employment
- The Board's ability to function as an incorporated association

### **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 which is available on request.

For a copy of the Privacy Policy please contact the office staff.