

# Personal Information Collection Statement

## 1. OUTLINE

1.1 This Personal Information Collection Statement, which is subject to the Privacy Act and

APPs, regulates how we collect, store, use and

disclose *personal information*.

1.2 **Amendment.** We may change, vary or modify all or part of this Personal Information Collection Statement at any time in our sole discretion. It is your responsibility to check this Personal Information Collection Statement periodically for changes. If we adopt a new Personal Information Collection Statement:

- 1.2.1 we will post the new Personal Information Collection Statement on the Platform; and
- 1.2.2 it will then apply through your acceptance of it by subsequent or continued use of the Platform and/or our Services.

## 2. PURPOSE

2.1 **Primary purpose.** We collect your *personal information* to:

- 2.1.1 lawfully carry out our functions and activities;
- 2.1.2 provide and deliver our Services to you;
- 2.1.3 provide you with further information about our Services in accordance with a request by you;
- 2.1.4 personalise and customise your experiences with us;
- 2.1.5 help us review, manage and enhance our Services;
- 2.1.6 consider applications for positions of employment with us; and
- 2.1.7 receive services from you or the organisation that employs you.

2.2 **Secondary purposes.** In addition to the Primary Purpose, we may use the *personal information* we collect and you consent to us using your *personal information* to:

- 2.2.1 provide information to third parties (for example, government bodies) as required by law;
- 2.2.2 provide you with information about any other services and/or events you may be interested in;
- 2.2.3 help us review, manage and enhance our Services and develop insights used in reports or other content developed by us;
- 2.2.4 communicate with you, including by email, mobile and in-application notifications;
- 2.2.5 conduct surveys or promotions;
- 2.2.6 to process payments and administer your account, including to send you account related reminders;
- 2.2.7 investigate any complaints about or made by you, or if we have reason to suspect you have breached any relevant terms; or
- 2.2.8 as required or permitted by any law.

## 3. WHAT WE COLLECT

3.1 *Personal information* we collect about you may include identification information such as your name, address, signature, drivers' licence number, email address, phone numbers, date(s) of birth, Services requested by you, gender, Medicare details, employment details, evidence of guardianship,

fluency in all relevant languages, sleep and dietary information, birth certificate information, passport information, financial and payment information including bank account or credit card details,

emergency contact information, and the details

included in any application for a position of employment with us (collected directly by us or through a third party), Working with Children Check information, details of qualifications (including any first aid qualifications), information collected in accordance with the Education and Care National Regulations (as updated from time to time).

3.2 We also may collect and hold *sensitive information* about you as required by law or for the purposes of providing our Services. *Sensitive information* we collect may include, but is not limited to, information relating to your:

- 3.2.1 health and allergies;
- 3.2.2 immunisation information;
- 3.2.3 medical history;
- 3.2.4 genetics (if relevant and not otherwise considered to be health information);
- 3.2.5 racial or ethnic origin; and
- 3.2.6 religious beliefs or affiliations.

3.3 We will only use or disclose *sensitive information* about you for the purposes of ensuring that your wellbeing and health are preserved to the best of our ability in accordance with the requirements of the delivery of our Services, and in accordance with any cultural or religious sensitivities applicable to you of which we are aware.

## 4. FAILURE TO COLLECT INFORMATION

4.1 **Consequences.** If you do not provide us with the *personal information* we request, or if that information is incomplete or inaccurate, we may not be able to provide our Services to you.

## 5. DISCLOSURE

5.1 **How we disclose.** We may disclose *personal information* and you consent to us disclosing such *personal information* to:

- 5.1.1 third parties engaged by us (including Employers) to perform functions or provide Services on our behalf;
- 5.1.2 our professional advisors, including our accountants, auditors and lawyers;
- 5.1.3 our related bodies corporate;
- 5.1.4 persons authorised by you to receive information held by us;
- 5.1.5 a government authority, law enforcement agency, pursuant to a court order or as otherwise required by law; or
- 5.1.6 a party to a transaction involving the sale of our business or its assets.

## 6. OVERSEAS DISCLOSURE

6.1 We may disclose *personal information* to

external service providers located overseas so that

they can provide us with services in connection with the operation of our business, such as marketing services, business support services (including the facilitation of correspondence), and data storage.

6.2 Where it is possible to do so, we will also require our agents, consultants and contractors that may process *personal information* on our behalf to

ensure a substantially similar level of privacy protection consistent with this Personal Information Collection Statement and the standards that we are required to apply under the applicable privacy laws.

## 7. PRIVACY POLICY

7.1 Our Privacy Policy contains further details concerning:

- 7.1.1 how you may access and correct the *personal information* we hold about you by us; and
- 7.1.2 how you may lodge a complaint about a breach of the APPs, and how we will deal with such a complaint.

## 8. CONTACT

8.1 Please forward all correspondence in respect of this Personal Information Collection Statement to:

General Manager  
5 Thames St  
Balmain NSW 2041  
P: (02) 9555 2341  
E: management@balmaincareforkids.com.au

## 9. INTERPRETATION + DEFINITIONS

9.1 **Personal pronouns:** Except where the context otherwise provides or requires:

- 9.1.1 the terms **we**, **us** or **our** refers Balmain Care for Kids Pty Limited (ACN 001 406 720); and
- 9.1.2 the terms you or your refers to a:
  - (a) user of the Platforms; and/or
  - (b) customer to whom we provide the Services and their child or children (as may be applicable in the circumstances).

9.2 Terms italicised and defined in the Privacy Act have the meaning given to them in the Privacy Act.

9.3 **Defined terms:** In this Personal Information Collection Statement unless otherwise provided, the following terms shall have their meaning as specified:

**APPs** means any of the Australian Privacy Principles set out in Schedule 1 of the Privacy Act.

**Platforms** means all or any of the relevant platforms, electronic interfaces and websites that are owned, provided and/or operated from time to time by us, regardless of how those websites are accessed by users (including via the internet, mobile phone, mobile applications or any other device or other means).

**Personal Information Collection Statement** means this personal information collection statement.

**Primary Purpose** means any of the primary purposes listed at clause 2.1.

**Privacy Act** means the *Privacy Act 1988* (Cth) as amended from time to time.

**Privacy Policy** means our privacy policy as amended from time to time.

**Services** means our child care and education

services, and other services that we provide from time to time.

**Secondary Purpose** means any of the secondary purposes listed at clause 2.2.