

Consent to use and disclosure of Personal Information

Information about this form

This Early Childhood Education Service (Service) receives funding for the early childhood education services it provides under a funding agreement with the New South Wales Department of Education (department).

It is a condition of that funding agreement that the Service collects Personal Information for the department to monitor the preschool's performance under the funding agreement. The Privacy Notice and Consent Form below covers information about what Personal Information is collected, how it is used, and when it may be disclosed.

Privacy Notice

The department is committed to protecting the privacy of your Personal Information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW), *Privacy Act 1988* (Cth), including the Australian Privacy Principles.

What Personal Information is collected?

Personal information (including information or an opinion) may include your name and contact details, date of birth, ethnicity, qualifications, when you commenced employment with the Service and details of prior employment. It could include sensitive information. The department is able to collect relevant personal information for the purposes identified in the *Education and Care Services National Law Act 2010*.

How is Personal Information used?

By signing this Consent Form, you authorise the Service to disclose your Personal Information to the department. The department will only use or disclose Personal Information as permitted under applicable privacy laws including the *Privacy and Personal Information Protection Act 1998* (NSW), *Privacy Act 1988* (Cth) and the Australian Privacy Principles. In some circumstances this may include disclosure to other Australian government agencies, including the Commonwealth and those located in States and Territories outside New South Wales.

The department may use Personal Information for any purpose relating to the exercise of its statutory functions including for, but not limited to, the assessment and potential provision of support or funding to the Service including for any teachers or caregivers in connection with the Service.

What if I do not give my consent?

The department requires Personal Information to allow the department to monitor government funding of child care services. If you do not agree to your Personal Information

being provided to the department then this could impact the services at, or funding allocation made available to, the Service.

Other

Under the *Privacy and Personal Information Protection Act 1998* (NSW) and *Privacy Act 1988* (Cth), you have a right of access to, and correction or amendment of, your Personal Information. To access your Personal Information, please contact the Service or the department.

Your Personal Information will be held and managed by the department in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW), *Privacy Act 1988* (Cth) and Australian Privacy Principles. If you have a concern or complaint about the way your Personal Information has been collected, used or disclosed, please contact the department via the privacy webpage: <https://education.nsw.gov.au/rights-and-accountability/privacy/privacy-information-and-forms> or alternatively:

Legal Services Directorate
NSW Department of Education
Level 5, 105 Phillip Street
Parramatta NSW 2150
Email: legal.privacy@det.nsw.edu.au

Consent Form

I am an employee/contractor of _____ (the **Service**).

I consent to the collection, use and disclosure of my Personal Information in the manner outlined in this form.

Once provided, I may also withdraw my consent at any time and no further Personal Information will be disclosed.

Details of Employee/Contractor	
Print Full Name of Employee/Contractor	

Signature of employee/contractor	Date
<input type="text"/>	____ / ____ / ____