

MINI MASTERMINDS PRIVACY POLICY

Your Privacy is Important

This statement outlines Mini Masterminds policy on how the collection, use and management of personal information (including photographs).

Mini Masterminds is bound by the Australian Privacy Principles contained in the Privacy Act 1988). In relation to health records, we are bound by the Health Privacy Principles which are contained in the *Health Records and Information Privacy Act 2002*. We may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Mini Masterminds operations and practices and to make sure it remains appropriate to the changing childcare environment.

Personal Information you provide

Mini Masterminds will generally collect personal information held about an individual through, for example, forms filled out by parents, face-to-face meetings and interviews, and telephone calls.

How Mini Masterminds uses the personal information you provide

We use personal information collected from you:

- For the primary purpose for which it was collected
- For such other secondary purposes that are related to the primary purpose of collection
- That is reasonably expected
- To which you have consented

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, Mini Masterminds primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which we use personal information of job applicants, staff members and contractors includes:

In administering the individual's employment or contract, as the case may be;

- For insurance purposes;
- Seeking funds and marketing for Mini Masterminds
- To satisfy Mini Masterminds legal obligations, for example, in relation to child protection legislation.



Management and security of personal information

Mini Masterminds staff are required to respect the confidentiality of childrens' and parents' personal information and the privacy of individuals.

Mini Masterminds has in place steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Updating Personal Information

Mini Masterminds endeavours to ensure that the personal information it holds is accurate, complete and up-to-date through an annual process of the General Consent form. A person may seek to update their personal information held by Mini Masterminds by contacting the Mini Masterminds enrolment at any time.

The Australian Privacy Principles requires Mini Masterminds not to store personal information longer than necessary.