

NSW/ACT Inclusion Agency Permission to Share Personal Information



Our Service has requested support from the NSW/ACT Inclusion Agency (IA). The IA is an initiative of the Inclusion Support Programme (ISP), funded by the Australian Government (the Department) and managed by KU Children's Services in partnership with Include Me and Gowrie NSW. The ISP supports educators in eligible childcare services with the inclusion of all children, including those with additional needs. An Inclusion Professional (IP) will visit our Service to help us develop strategies that will assist your child's participation in the Service's program.

Name of Service: Thornleigh West OOSH (the Service)

Child's Name: _____ Date of Birth: _____

PERMISSION

- ▶ I/we give permission for an Inclusion Professional to visit and support the inclusion of my/our child at the Service.
- ▶ I/we give permission for an Inclusion Professional to liaise with the educators regarding my/our child.
- ▶ I/we give permission for the release of information regarding my/our child to the NSW/ACT IA.
- ▶ I/we give permission for the NSW/ACT IA team to receive relevant information from other services/agencies that are supporting the care and education of my/our child.
- ▶ I/we give permission for the NSW/ACT IA team to provide information about my/our child to ISP partners and the Department if required, e.g. Specialist Equipment Pool and the Inclusion Development Fund Manager.
- ▶ I/we understand that all information will be used only for the purposes of assisting the educators with the inclusion of my/our child within the programme.
- ▶ I am/we are aware that the provision of this information is voluntary and that it will be stored securely.

PARENT/GUARDIAN DETAILS

By signing below, I/we acknowledge that we have read and agree to the collection, use and disclosure of personal information as detailed in the privacy statement below. I/we authorise the Service to disclose personal information about my child to the NSW/ACT Inclusion Agency. I confirm that prior to providing any personal information about a family member other than my child, I will provide a copy of the privacy statement to that person and ensure they have agreed to its terms.

Parent/Guardian 1

Full Name: _____

Signature: _____

Relationship to child: _____

Date: _____

Parent/Guardian 2 (optional)

Full Name: _____

Signature: _____

Relationship to child: _____

Date: _____

Please return completed forms to the Service, who will provide a copy to the NSW/IA Inclusion Agency.

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PRIVACY STATEMENT

Personal information collected by the Service from you about your child, for the purpose of administering the ISP, is disclosed to:

- ▶ KU Children's Services, Include Me (part of Big Fat Smile Group Ltd) and Gowrie NSW as the providers of the NSW/ACT IA; and
- ▶ The Department of Education and Training.

The information collected and disclosed may include sensitive information such as health information, family background, refugee status, racial or ethnic origin, and religious beliefs. The information may be disclosed between the above organisations for the purposes of delivering NSW/ACT IA services under the ISP.

Personal information collected by the NSW/ACT IA will be handled in accordance with the privacy policy of the IA organisation responsible for supporting the Service. The privacy policy details how the organisation handles personal information, how you can access or correct personal information, how to make a complaint and how to request a copy of the privacy policy. The responsible organisation will be one of the following depending on where your Service is located:

- ▶ KU Children's Services: www.ku.com.au/privacy.aspx
- ▶ Include Me (part of Big Fat Smile Group Ltd): www.bigfatmile.com.au/privacy-policy
- ▶ Gowrie NSW: www.gowriensw.com.au

To find out which organisation supports your Service, talk to your Service or call the NSW/ACT IA on **1800 703 382**.

If you do not consent to collection and disclosure of your personal information, we may not be able to provide support to the Service to include your child and the Service's application for funding support may not be processed.