



Presbyterian Ladies' College

MELBOURNE

PRIVACY COLLECTION NOTICE **Early Learning Centre** **Children and Parents/Guardians/Carers**

Presbyterian Ladies' College (PLC or the College) collects personal information about children and their parents, guardians and carers before, during and after a child's enrolment in the Early Learning Centre (ELC). This notice explains what we collect, why, and who we may share it with.

What we collect

We collect personal, sensitive and health information, which may include:

- Names, dates of birth, addresses and contact details of children and parents/guardians/carers
- Authorised contact and next-of-kin details
- Health, medical, disability, psychological and dietary information (including immunisation records)
- Assessments, attendance and participation information
- Photographs, images and recordings
- Family background information (parental occupation and education levels) required for government funding and national reporting
- Family residential addresses as required under Commonwealth government grant funding agreements
- Payment and financial information
- Biometric data where used for College access or administrative purposes
- Information about court orders, family arrangements or child protection matters where relevant to child safety or wellbeing

Why we collect it

The primary purposes for collection are to:

- Assess applications for enrolment and manage the enrolment process
- Provide education (which includes care, health and wellbeing support)
- Discharge our duty of care and meet our child safety obligations, including responding to medical needs, managing known health conditions and meeting our obligations under the Child Wellbeing and Safety Act 2005 (Vic) and Ministerial Order 1359
- Keep parents and guardians informed about their child's progress, wellbeing and College matters
- Administering accounts and fees
- Meet government funding, statistical reporting and regulatory obligations (including to ACECQA and State and Commonwealth departments)
- Facilitate access to, and administration of, Commonwealth childcare funding and subsidy programs
- Manage College operations, communications, events and community activities
- Promote the College and seek donations, where consent has been given
- Support College associations including the Old Collegians Association, Friends of Senior School, Friends of Junior School, Friends of Music, PLC Prayer Community and Lampas

This collection is required or authorised by law, including:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles
- Health Records Act 2001 (Vic) and Health Privacy Principles
- Education and Training Reform Act 2006 (Vic)
- Education and Care Services National Law (Victoria) Act 2010 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic), including the Child Information Sharing Scheme (CISS)
- Family Violence Protection Act 2008 (Vic), including the Family Violence Information Sharing Scheme (FVISS)
- Ministerial Order 1359 and Ministerial Order 706 (Anaphylaxis Management)
- Workers Screening Act 2020 (Vic)

If you do not provide the information

If the College is unable to collect personal information that is reasonably necessary for its functions, it may be unable to enrol or continue the enrolment of a child, provide certain services or support, or communicate

effectively with families. This is particularly so where information is relevant to the child's health, safety or wellbeing.

Who we may share it with

We may disclose personal information to:

- Other schools or early learning providers (for transfers) and educational authorities (including ACECQA)
- Commonwealth and State government departments for funding (including subsidies), statistical and regulatory purposes
- Medical and health practitioners, counsellors and wellbeing professionals
- Child safety and protection agencies under Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS) obligations
- PLC College associations and the PLC Foundation
- Technology, cloud and SaaS platform providers who support College operations
- Anyone you authorise, or anyone to whom we are required to disclose by law

Children's online privacy

The College's website and digital platforms are operated consistently with the Privacy (Children's Online Privacy) Code 2026 (once in force). Child-facing digital platforms are configured with privacy-protective default settings. The College does not use a child's personal information collected online for commercial profiling or targeted advertising.

Photographs and images of children

Prior to commencement at the ELC, the College seeks permission from parents and guardians to publish photographs and images of the children in print and online. Consent is collected through the Enrolment Form. There are three levels of consent:

- Internal Use, which grants permission for media shared strictly within the College community, and includes:
 - *PLC News*, published on the College's intranet and accessible exclusively to PLC families, students, and staff.
 - College events, including information evenings, school performances, graduation, and end-of-year celebrations.
- External Use, which grants permission for public-facing digital and print marketing, and includes:
 - The PLC website and online video hosting platforms used for promotional videos.
 - Digital publishing and marketing platforms used to host College publications (such as *PLC in Print* and annual reports).
- Social Media Use, which grants permission for media to be shared via PLC's social media platforms, including Facebook, Instagram, and LinkedIn.

Parents can update consent at any time via the ELC Reception. All child images are processed through Pixevely (which uses facial recognition technology) to verify consent parameters based on the level of consent provided before publication. Parents of children selected for a photoshoot or promotional video are contacted individually to reconfirm permission.

Overseas disclosure

Some of our service providers may store or process personal information on servers located outside Australia, including in the United States, Singapore and the European Union and as such, may not be subject to equivalent privacy laws. We take reasonable steps to ensure these providers are bound by privacy obligations consistent with the Australian Privacy Principles. Further detail is in our Privacy Policy.

Your rights

You may request access to, or correction of, the personal information we hold about you by contacting our Privacy Officer. Where a request is refused, we will explain why and how you may complain. You may also lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or, for health information, with the Health Complaints Commissioner (Victoria) at www.hcc.vic.gov.au.

Terms used in this Privacy Collection Notice have the meanings given to them in the glossary set out in our Privacy Policy.

For full detail on how we handle personal information - including storage, security, data breach response and overseas disclosure - refer to our Privacy Policy available at www.plc.vic.edu.au.

Privacy Officer - Presbyterian Ladies' College

Address: 141 Burwood Highway, Burwood VIC 3125

Email: privacy@plc.vic.edu.au

Tel: (03) 9808 5811

Privacy Policy: www.plc.vic.edu.au → Reports & Policies → Privacy Policy