A staff member must sign and return a copy of this form.

2027 Personnel consent form, NSW Department of Education

Information about this form

This Early Learning Service (**Service**) receives funding under a funding agreement with the NSW Department of Education (**the department**).

It is a condition of that funding agreement that the Service collects personal information for its employees and contractors. By providing your consent on this form you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the privacy notice below.

Privacy Notice

The department is committed to protecting the privacy of personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) (**PPIP Act**), and the *Privacy Act 1988* (Cth).

What personal information is collected?

As part of your employment at the Service, the Service collects personal information. This may be disclosed to and collected by the department.

The personal information may include your name, contact details, date of birth, ethnicity, qualifications, gender, languages spoken, First Nations identity, role and hours worked, and other employment information.

What if you do not give consent?

Provision of your personal information is voluntary. You may withdraw your consent at any time. If you do not agree to your information being provided to the department, this could impact the funding and support available to the Service. Funding received by the Service supports access to affordable, quality and safe preschool programs for children.

Why is the information collected and how is it used?

The Service is required to disclose personal information to the department to receive funding and other support for early learning programs. Information about you allows the department to ensure that funding is targeted towards children and families that need the most support.

The department may use the information by sharing it with staff and third parties engaged by the department (**Third Parties**) for the purposes listed below. The department will only provide those Third Parties with as much personal information as required for those purposes. If information is provided to Third Parties, the department will require them to only use the information to provide support to the Service and reporting to the department.

The department may also use your personal information for the following purposes:

- administering programs, including the assessment of eligibility for and provision of support or funding to the Service including for teachers, educators or enrolled children;
- administering programs offered by the department for services, including the department engaging a Third Party to support educational outcomes for the Service. In these circumstances, you also consent to the Service disclosing personal information directly to the

department's Third Parties assisting with these programs, including to Third Parties contracted under the Sector Capacity Building program stream of the Disability and Inclusion program;
- as part of the department's audit or evaluation of the Service or use of department funding;
- research and data analysis for future policy and program development;
- any purpose relating to the department's statutory and government functions which may include disclosure of personally identifiable and de-identified data to other Australian Government agencies, including the Commonwealth and other States and Territories (such as the Australian Bureau of Statistics (**ABS**)) to support provision of nationally consistent statistics on early childhood education and care participation, service delivery and attendance in Australia; the Independent Pricing and Regulatory Tribunal to conduct the Independent Market Monitoring Review; and the Centre for Health Record Linkage for National Disability Data Asset and Pathways for the Future linkages); and and support NSW's compliance with the Preschool Reform Agreement 2022 - 2027;
- Data linkages administered by accredited data linkage agencies, under the approval from a Human Research Ethics Committee or a Public Interest Direction, for the purpose of research and data analysis using de-identified linked population data.

When is the information disclosed?

The department will disclose personal information to the ABS and other contracted Third Parties and as set out above, but not to any other person unless authorised by any law or Act, or with your further consent. The department will only share personal information to other Australian Government agencies who have personal information handling practices and policies (for example, the ABS privacy policy (www.abs.gov.au/privacy) and the ABS Five Safes framework (https://www.abs.gov.au/about/data-services/data-confidentiality-guide/five- safes-framework)). The department may publish material (for example, insights from enrolment information), however any such material will be de-identified.

About your personal information

Your personal information will be held and managed by the department in accordance with the PPIP Act and Privacy Act, and subject to the department's privacy policy: education.nsw.gov.au/rights-and-accountability/privacy.

More information, including the department's Privacy Management Plan, can be found on the department's privacy webpage: education.nsw.gov.au/rights-and-accountability/privacy/privacy-information-and-forms.

Under the PPIP Act and Privacy Act, you have a right of access, correction and amendment of your personal information. To access or amend the personal information please contact the Service in the first instance, or if necessary, the department via the Privacy webpage above or the contact details below.

For information on funded programs available through the department, please speak to your Service and/or visit: education.nsw.gov.au/early-childhood-education/operating-an-early- childhood-education-service/grants-and-funded-programs. If you have a concern or complaint about the way your information has been collected, used or disclosed, you should contact the department via the Privacy webpage above, or alternatively:

Legal Services - Privacy
NSW Department of Education GPO
Box 33
Sydney NSW 2001
Email: legal.privacy@det.nsw.edu.au

Your Consent

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

I agree that the Service may collect personal information about me for the purposes described in this consent form. By completing the details below and signing this consent form, I consent to the collection, use and disclosure of my personal information in the manner outlined in this form.

I understand that this information about me is being collected on behalf of the NSW Department of Education in accordance with the Privacy Notice above.

Note: Once provided, you may also withdraw your consent at any time by contacting the Service, and no further personal information will be disclosed by the Service. However, this may impact the funding and support to the Service.

Details of employee / contractor	
Print full name of employee / contractor	

Signature of employee/contractor

_____

Date (DD/MM/YY)