

Personnel consent form – NSW Department of Education

Information about this form

This Early Childhood Education Service (**Service**) receives funding under a funding agreement with the NSW Department of Education (**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 your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) (**PPIP Act**) and *Privacy Act 1988* (Cth).

What personal information is collected?

Personal information collected may include your name, contact details, date of birth, ethnicity, qualifications, gender, languages spoken, role and hours worked, and other employment information.

What if you do not give consent?

Provision of the personal information is voluntary. However, if you do not agree to your information being provided to the department, this could impact the services at, or any funding allocation made available to the Service and future policies and programs affecting the sector.

How is personal information used and when is it disclosed?

The Service is required to disclose your personal information to the department to receive funding and other support.

The department may 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;
- as part of the department's audit or evaluation of the Service or use of department funding;
- research and data analysis for policy and program development in connection with the early childhood education and care sector; and
- any purpose relating to the department's statutory and government functions.

The department may use your information by sharing it with staff and third parties engaged by the department (**Third Parties**) for the purposes listed above. 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 for those purposes and reporting to the department.

The department will not disclose your personal information to any person unless authorised by law, or with your consent. The department may publish material (for example, an analysis of the early childhood education and care sector), however any such information will be de-identified.

Other

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:

<https://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: <https://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 to, and correction or amendment of, your personal information. To access or amend your personal information, please contact the Service in the first instance, or if necessary, the department via the Privacy webpage above or contact details below.

For information on programs and supports available through the department, please speak to your Service, contact the department by emailing ecec.funding@det.nsw.edu.au and/or visit: <https://education.nsw.gov.au/early-childhood-education>.

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 above or alternatively:

Legal Services - Privacy
NSW Department of Education
GPO Box 33
Sydney NSW 2001
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.

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

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

Signature of employee/contractor

Date (DD/MM/YYYY)