



## **NOAH'S ARK RESOURCE CENTRE (QLD) INC. PRIVACY STATEMENT**

### **Information relating to records kept by the organisation.**

Under the Privacy Act we need to tell you that we collect information about you and your child/children (including children in schools which use the services of Noah's Ark). The purpose of these records is to gather relevant information in order to provide educational and play materials appropriate to the individual needs of clients. Information is also necessary for Noah's Ark's accountability to State and Commonwealth funding bodies. The Commonwealth requires information from schools when applying for annual funding. For Child Care Centres, the name and contact details of the centre are required. Non-identifying information about children is requested in order to provide appropriate materials.

We do not disclose information about individuals, schools or Child Care Centres to any person except as required in the course of providing a service to your family, school or centre. We do not give information to allied agencies without your permission.

The information Noah's Ark requires from individual members includes:

Name, Child's Date of Birth, Address, Contact Details (phone number, fax, email), Number and Ages of Siblings

Other information may include a person's disability or special need, other programs attended, medical information relevant to Noah's Ark providing a service. This information is restricted to the professional staff involved in direct service to you and your child/children and the Database manager.

The records are stored on paper in a secure location and digitally. Access to the database is restricted.

The records are stored on the premises of Noah's Ark.

In relation to information required for accountability, the following information may be disclosed to officers of the Non Schools organizations and the Commonwealth Department of Education, Training and Youth, who are managing the grants to Noah's Ark. The information disclosed includes:

Child's first name, Initial of last name, Date of Birth, School or program attended, other services being accessed.

This disclosure applies to children accessing Noah's Ark services within Department of Education facilities, Catholic Education schools or private schools, and individual children whose family borrows from Noah's Ark. It does not relate to children attending Child Care Centres.

Individuals can obtain information regarding access to their own personal information held by Noah's Ark by contacting the Executive Director on 07 3391 2166.