

Collecting your personal information

for Program Registration

Our commitment to protect your privacy

The Smith Family collects personal information about the students and families we support.

We are committed to protecting your privacy. Our Privacy Policy is available here

<https://www.thesmithfamily.com.au/about-us/governance#privacy-policy>

This statement tells you about the personal information we collect and what we do with it.

What is personal information?

Personal information is any information that can identify you or your child.

What personal information do we collect?

We may collect information like:

- names and date of birth
- contact details
- health issues and cultural background

Why do we collect personal information about you or your child?

We collect and use information about your child so we can:

- support your child's engagement in programs
- understand how well we have supported your child;
- plan, improve and report on our programs.

How do we collect personal information?

We collect information from the program registration forms, feedback forms or things you send us.

Where we can, we will ask you for the information. Sometimes we collect information directly from your child.

What happens if you do not give us your personal information?

We seek your consent to collect personal information by asking you to sign a program registration form.

If you do not give us consent, there may be some programs where we will not be able to support your child to participate.

When do we share your personal information?

We may share personal information with:

- the school – this helps us to support your child and improve our programs
- researchers or others working directly with us. We remove information that may identify your child if those working with us do not need to know that information.

We sometimes share the personal information you give to us if we are required or authorised to do so by law. These laws include child protection and information privacy laws.

Keeping your personal information safe

The Smith Family has systems and processes to keep all personal information we handle safe and secure.

We may store your information securely on cloud-based services, but we do not disclose it to persons located overseas.

Contacting us

If you have any questions about privacy, your privacy consent form or need to contact us about your personal information: email

privacy@thesmithfamily.com.au