



2016 Early Childhood Education and Care National Workforce Census Privacy Notice

Please ensure that this notice is made available to all persons employed at your child care service.

The Department of Education and Training (**the Department**) requires all approved child care services to participate in and complete the *2016 Early Childhood Education and Care National Workforce Census* (**the Census**). The Department's contractor, the Social Research Centre, is conducting the Census on behalf of the Department.

The Census is a requirement for all approved child care services, and forms part of the conditions of approval of services under the family assistance law. It is therefore important for services to complete the Census.

Note: section 21 of the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*, sets out this requirement. See also section 5.3 of the *Child Care Service Handbook 2013-14* (page 54).

Information collected as part of the Census is **protected information** under the *A New Tax System (Family Assistance) (Administration) Act 1999* (**Family Assistance Administration Act**). This means that the Department, and its contractor, may only use or disclose that information in accordance with that Act.

The Census requires a child care service to enter certain information about the service, including:

- Information about the type of service and certain operational matters relating to the service (such as the service's preschool program).
- In aggregate form, information on children attending the service (including characteristics of those children). Please note; the Department does not expect that information to identify any individual child.
- Information on persons employed by the service, including qualifications held and demographics.

Information collected as part of the Census may be used or disclosed by the Department:

- for early childhood education and care policy development relating to the Department's functions or portfolio responsibilities;
- for early childhood education and care workforce analysis and related policy development;
- for programmes administered by the Department that support the early childhood education and care sector;
- in order to support the delivery and administration of the *National Partnership on Universal Access to Early Childhood Education*, as it exists from time to time;
- to link with other information to improve programmes, policies and outcomes for the early childhood workforce and young children; and
- otherwise in accordance with the Family Assistance Administration Act.

Information collected as part of the Census may also be disclosed:

- to other Australian Government departments, authorities and agencies with responsibility for early childhood education and care policy development;
- to the Australian Bureau of Statistics (**ABS**) for the purposes of the ABS, including but not limited to statistical analysis of child care services;
- to State and Territory government departments, authorities and agencies with responsibility for early childhood education and care policy development or administration of the

Education and Care Services National Law, for the purposes of that responsibility or administration;

- to researchers with a genuine interest in the field of early childhood education and care, for the purposes of research of interest to the Department; and
- otherwise in accordance with the Family Assistance Administration Act.

The Department may also use contact details provided by a child care service in question E1 for the purpose of contacting that service in relation to participating in other research activities relating to the early childhood education and care sector being undertaken by the Department (or a contractor of the Department).

Any names of persons employed by a child care service submitted as part of the Census will only ever be used by the Department's contractor for the purpose of administering the Census with the relevant service and data quality control. The Department is not provided such information, and the Department's contractor destroys such information at the conclusion of its administration of the Census.

For any queries in relation to any of the matters contained in this notice, or the Census more broadly, please contact:

- the Department's contractor conducting the Census: **1800 639 098** (free call), or email: nwc@srcentre.com.au; or
- the Department: ECEC-NWC@education.gov.au

For more information on the Department's privacy policy, including further information in relation to how the Department handles personal information and privacy matters, please see here: www.education.gov.au/privacy-policy.