



BRIGHTLY EARLY LEARNING PRIVACY POLICY

Your privacy is important to us.

Brightly Early Learning's **Privacy and Confidentiality Policy** is accessible at any time and outlines how our Service complies with the **Australian Privacy Principles** and the **Privacy Act 1988**.

We are committed to safeguarding personal information, maintaining records securely, and adhering to the requirements set out in the **Education and Care Services National Regulations**.

As part of our obligations under the **National Law and Regulations** and the **Family Assistance Law**, Brightly Early Learning maintains comprehensive records relating to children, parents, and staff. These records include information about child enrolment, attendance, medication, incidents, injuries, trauma, illness, assessments, and any other relevant legal documentation. All records are securely stored in a locked location and retained for the legislated periods.

How Brightly Early Learning collects the personal information you provide

Brightly Early Learning will generally collect personal information about an individual through online forms filled out by parents via our website, through telephone calls, and through face-to-face meetings. This information is generally collected during the inquiry and enrollment processes for administration purposes.

How Brightly Early Learning uses the personal information you provide

- **Primary Purpose:** Personal information is used for the main reason it was collected (e.g., enrollment, communication, or services related to early learning).
- **Related Secondary Purposes:** Information may also be used for purposes closely tied to the primary one (e.g., providing additional resources or updates).
 - **Consent-Based Use:** Secondary uses beyond this will require your explicit consent.