

Kindergarten Inclusion Support program application

Privacy notice and consent form for parents/carers/guardians

**Privacy notice for parents/carers/guardians**

Please read this notice before you sign the consent form.

The Kindergarten Inclusion Support (KIS) program is funded by the Department of Education (the department). The department values the privacy of every person and may only collect and handle personal and health information consistent with Victorian privacy law.

**Why do we ask you for information?**

We collect personal information when a kindergarten service applies for additional resources from the KIS program to assist them to help your child, with a disability or developmental delay and/or complex medical need, to access and participate in the kindergarten program.

Information is collected from you and the people you have agreed to be members of your child’s Program Support Group, as discussed at your Program Support Group meeting. The information collected is submitted by the kindergarten teacher in an online application through the KIS portal.

Assessment of the application is undertaken by Australian Healthcare Associates (AHA) and they use the information in the application to help determine the learning and development needs of your child and to make a decision about the kindergarten’s eligibility and support needs.

Applications are assessed by personnel with expertise in:

* early childhood education
* paediatric allied health, with an understanding of child development, developmental delay and disabilities
* a strengths-based approach to inclusion and best practice.

Applications that require urgent consideration or where there are extenuating circumstances will be assessed by the department’s Inclusion Program Unit.

After reviewing the application, the assessors provide information about the outcome of application to the kindergarten so they can prepare adjustments to the kindergarten program, to the organisation funded to provide KIS supports (KIS provider) or the department’s regional office. The information in the application is used by the KIS provider to provide supports to the kindergarten if they are approved, and to support kindergartens to understand application outcomes.

For further information, please speak to your kindergarten teacher.

**Use and disclosure of information**

The department will only use your child’s personal and health information collected through the online application form and attached reports and supporting documents, for the purposes described above, or otherwise when required or permitted by law. Personal information used for research or reporting will have any identifying information removed to ensure personal and health information is protected.

If your child transfers to a different kindergarten service, the KIS provider in the region your child’s new kindergarten service is located, will be provided with a copy of your child’s application. This will enable support to be transferred to your child’s new kindergarten service, to help your child’s transition and assist your child’s new kindergarten teacher to understand your child’s learning and development needs.

**Security and retention of information**

Your child’s application will be entered into an online portal by the kindergarten teacher. The KIS provider for the kindergarten’s region, the KIS assessor and the department will also have secure access to the portal and will have access to your child’s application once it has been submitted. All information about your child is kept secure and confidential.

We respect the right to privacy and will only release information with your written consent or as required or permitted by law. For more information please see the [department's privacy policy](https://www.education.vic.gov.au/Pages/privacypolicy.aspx) .

**Accessing information**

Upon request, your kindergarten service should provide you with a copy of the completed application form. Requests for other documents submitted by the kindergarten service for this process may be appropriate to be requested via the Freedom of Information Process (**FOI).** Please see the department’sFOI webpage or email: [foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au).

**If you choose not to tell us something**

If you choose not to tell us something that we need to know to make decisions about supports for your child, we may be unable to provide your child’s kindergarten service with the support they seek.

**Parent/guardian/carer consent**

I have read and understood the Privacy Notice and I understand how my child’s personal and health information will be collected, used and disclosed.

I understand how the information I have provided will be used to complete an online KIS application form, including additional reports about my child that will be attached to the online application form, and I confirm the information is correct and up to date.

I consent to this application being made by the kindergarten service to assist the access and participation of my child at kindergarten.

**Parent/guardian/carer signature**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child |  | | |
| Signed  (Parent/carer /guardian)\* |  | Date |  |
| Your relationship with the child (e.g. parent, carer, delegated carer or officer informal carer) |  | | |
| Print name |  | | |

**\*Who may sign this application form**

Only one signature is required for this form. Any of the following people can sign this form:

* a person with parental responsibility for “major long-term issues” in accordance with the Family Law Act 1975 (Cth)
* an officer delegated to exercise the powers and functions of the Secretary of the Department of Families, Fairness and Housing under sections 17(1)(b).(2) & (3) of the Children, Youth and Families Act 2005 (Vic)
* a carer authorised under a Department of Families, Fairness and Housing Instrument of Authorisation to make decisions about “major long-term issues” as defined by the Family Law Act 1975 (Cth).

If none of the above people are available, an informal carer may sign the privacy notice and consent form. An informal carer is a relative or other responsible adult who lives with and provides day-to-day care for the child. Informal carers should sign an [informal carer statutory declaration](https://www2.education.vic.gov.au/pal/decision-making-responsibilities-students/resources) to confirm their status.