



Personal Information Collection Statement

The LEAP Centre is non-profit organisation with a community-based Board of Management. A manager is employed to oversee the day to day running of the Centre.

The LEAP Centre needs to collect information about you and/or your child for the primary purpose of providing a quality service. In most instances this will include personal information for administrative purposes and information related to your/your child's health and development.

This information will only be used for:

- The administrative requirements of running the Centre
- Planning and providing services

If you do not provide relevant personal or health information to the LEAP Centre it may impact on the quality of service we are able to provide. Information held at the LEAP Centre is stored securely and can only be accessed by staff members.

The LEAP Centre takes all reasonable steps to ensure that information collected about you is accurate, complete and up to date. You may have access to your information on request and if you believe that any of the information is inaccurate, we may be able to amend it accordingly.

At times it is necessary to share information with other individuals/agencies who are also working with you/your child/family. Information will only be shared when it is in your/your child's best interest and we have your consent to do so.

At the start of your service your written consent will be obtained to carry out the above activities. Written consent is provided through the 'Consent to Obtain and Release Information Form.' The LEAP Centre will not disclose your information to commercial companies; however specific service or product information may be forwarded to you by us if it is relevant to your/your child's needs. Your personal information remains within Australia.

Our Privacy Policy is available upon request and contains information on:

- how the information is secured
- how you may request access to information
- how you may correct your personal information
- how to make a complaint about a breach of your privacy and how we will deal with such a complaint.

All queries and concerns should be directed to:

The Centre Manager

23 Moorefield Park Drive

Wodonga Vic 3689

02 60241809 manager@leapcentre.com.au