



Collection Notice: Early Childhood State Regulated Services

What do we do?

The Department of Communities (Communities) is responsible for regulating certain childcare services in Western Australia under the [Child Care Services Act 2007 \(WA\)](#) (the Act).

The Education and Care Regulatory Unit (ECRU), administers and enforces the Act. This includes assessing licence renewal applications, monitoring compliance, investigating incidents and complaints, and taking enforcement action where required.

This collection notice applies to personal information collected in connection with State regulated childcare services licensed under the Act.

This notice does not apply to approved providers or education and care services regulated under the [Education and Care Services National Law \(WA\)](#). For details on those providers or services refer to the [ECRU Privacy Policy](#).

What personal information do we collect and hold?

We only collect personal information where it is necessary to perform our functions under the Act, including:

- name, date of birth, and contact details (for example, phone number, email address, and residential address)
- Criminal record check information
- details of licensees, supervising officers, managerial officers, which includes committee members, and persons with influence over service
- information contained in license renewal applications, amendments, notification/modification, nominated supervising officer consent forms, new/change of supervising officer applications, managerial officer statements and exemption/emergency exemption applications
- information relating to children and families obtained during compliance, incident or complaint investigations, including health information, enrolment forms, court orders, emergency contact details and attendance records
- medication administration forms
- accident and injury reports
- management plans in relation to health information and additional needs for example, medical, allergy, risk minimisation)
- attendance and staffing records.

In determining whether an applicant is a fit and proper person to provide a childcare service, we may require applicants to undertake assessments, provide references, demonstrate prescribed qualifications, or undergo medical, psychiatric or psychological testing.

We collect personal information directly from individuals and organisations in person, in writing (including forms and applications), by email, and by telephone.

In certain circumstances, personal information may also be collected from third parties, including other government agencies, service providers, complainants, or individuals involved in regulatory matters, where authorised or required by law.

How do we use your personal information?

Personal information may be used to:

- process licence renewals
- assess the fitness and propriety of managerial officers
- process exemption applications and statutory notifications
- monitor and enforce compliance with the Act
- investigate incidents and complaints
- otherwise perform our statutory functions under the Act.

We may also use this information to:

- conduct analysis to monitor and improve service delivery
- share with the Western Australia Police if there are concerns of a criminal matter
- prepare ministerial reports, briefings, or advice provided to Minister for relevant portfolio as per our statutory functions and ministerial accountability obligations
- support internal audit activities and external audit functions under the *Auditor General Act 2006 (WA)*
- notify the Ombudsman WA of investigations, complaints, or reviews of administrative action under the *Parliamentary Commissioner Act 1971 (WA)*.

When can you remain anonymous?

Individuals may choose to remain anonymous when making a general enquiry. However, if all requested information is not received it may limit our ability to provide services, assess support needs, or respond to requests.

Where information is required by law (for example, licence applications or statutory notifications), anonymity is not available.

Who do we share information with?

We may disclose personal information where it is authorised under the Act, including where disclosure is considered relevant to the wellbeing of a child or group of children or for performing regulatory functions.

We may publish personal information where authorised and considered to be in the public interest, including information about childcare services or licensees, compliance notices, enforcement actions, and State Administrative Tribunal orders. Published information may identify a childcare service or person but will not identify a child.

We may also share information:

- within Communities for the provision of related services
- to other Western Australian Government agencies, and oversight bodies or regulators where authorised or required by law
- with organisations engaged to deliver programs or services on our behalf
- to other organisations, where permitted by law, or where you have given us your consent.

How do you access or correct your information?

Under the *Freedom of Information Act 1992 (WA)*, you have the right to access personal information held by government agencies. You can also ask us to correct information you believe is inaccurate, incomplete, outdated, or misleading. Details on how to submit a request can be found on our [Freedom of Information](#) page.

Where can you find further information?

For further information about how we manage personal information, please refer to the Communities [Privacy Policy](#) or contact our Privacy Officer at privacy@communities.wa.gov.au.