

## Parent/Guardian Privacy Policy

EarlyWorks is committed to providing the highest standards of privacy. We take our responsibility to protect your personal information very seriously. EarlyWorks operates under the privacy guidelines taken directly from the Federal Government's Privacy Act (see <http://www.oaic.gov.au>). The following outlines our information gathering and dissemination practices.

**Information Collected**—EarlyWorks collects certain types of information from you, which falls into two broad categories:

1. **Information stored by you in the EarlyWorks software** Whilst using the EarlyWorks software you may store personal information. This information, whether voluntarily provided or not, will not be used or released by EarlyWorks in any manner, and it will be kept strictly confidential, unless we are required to release the information by law.

2. **Non-personally-identifying information** As with most commercial web applications we may collect aggregated information which tells us about how the EarlyWorks software is being used, but not the identity of those users. For example, we may collect information about the date, time and duration of users and which pages of the EarlyWorks software are most commonly accessed. This information is used by us to help to administer and improve the software, subject to our obligations under the Privacy Act.

**Access To Information**— EarlyWorks will not provide any information to a third party that identifies your personal or business details without your express permission, unless EarlyWorks is compulsorily ordered to do so by law.

You may be asked on occasion by EarlyWorks Support staff for permission for them to logon to your EarlyWorks account to assist you or help with problem resolution of a support call. You may be asked to disclose your password in this instance. On completion of the support call it is recommended that you change your password for added security.

From time to time EarlyWorks Support staff may access your database to perform database maintenance and site administration tasks to ensure that the EarlyWorks software runs effectively and efficiently. EarlyWorks' use of the data is restricted to those functions that allow us to maintain the site and improve our service to you.

### Further Information

EarlyWorks is constantly improving and enhancing its services and may update this Privacy Policy from time to time. If you have any questions or comments in regards to EarlyWorks' Software Privacy Policy, please contact EarlyWorks at [admin@earlyworks.net.au](mailto:admin@earlyworks.net.au).

**Protection of Information**—Security provisions are of a very high standard and access is limited only to those personnel within the organisation who have the appropriate security authorisation. This information, whether voluntarily provided or not, will not be used or released by EarlyWorks in any manner, and it will be kept strictly confidential, unless we are required to release the information by law.

### Permission to record and use images

I give permission for World of Kids Halls Head to record images of my child/ren to be used solely for documentation and programming purposes.

Yes

No

### Sharing of images

I give permission for World of Kids Halls Head to

- a) display images of my child/ren within the centre and
- b) share images with other families within EarlyWorks.

Yes

No

In addition to this I also give permission for World of Kids Halls Head to use any images in promotional materials produced by the centre, including (please tick the boxes that apply)

Brochures

Handbooks

Web site

Newsletters

Advertising materials

All of the above

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Welcome to Families

[earlyworks.net.au](http://earlyworks.net.au)

## FOR FAMILIES

- 01 Access important communications about your child's day including sleep, meals, etc.
- 02 View and share your child's learning observations, journal entries and image gallery at anytime, anywhere.
- 03 Contribute information and provide feedback relevant to your child and family.
- 04 Secure access on any device including desktops, laptops, tablets and smartphones.
- 05 FREE access to multiple family members including carers and other support professionals.

## What is EarlyWorks?

EarlyWorks is a comprehensive early childhood programming, documentation, portfolio and family communication system. EarlyWorks assists services to achieve highly detailed, personalised programs in a streamlined manner so that educators are able to spend more uninterrupted quality time with each and every child.



### Meals

- Real time notifications
- Know what, when and how much your child eats
- Track potential food intolerances

### Learning & Development

- Know what is being planned
- Watch as programmes/curriculums evolve
- Engage in and contribute to your child's learning

### Sleep and Rest

- Know when and for how long your child sleeps
- See any changes as they occur
- Review patterns over time

### Journals

- See the joy, laughter and learning of each day
- Follow the evolution of learning as it happens
- Share the day's experiences with your child

### Photo Gallery

- See your child's photos as soon as they are uploaded
- Stay connected when you can't be there
- Safe and Secure

### Communication

- Share insights and perspectives about your child's learning and development
- Pass on important information to all educators working with your child
- Keep track of all communications easily and in one place