

As part of the establishment of the National Early Childhood Worker Register (the Register), C&K, as an approved provider under the Education and Care Services National Law, is required to collect and maintain information about all educators, volunteers, students, non-educator staff, teachers, coordinators and nominated supervisors working in our education and care services. This collection is mandated to support regulatory oversight and ensure the safety and quality of early childhood education and care services.

C&K is committed to protecting the privacy and confidentiality of personal and sensitive information in accordance with the [Privacy Act 1988 \(Cth\)](#) and our obligations in accordance with the [National Law and Regulations](#).

Purpose of Collection

The information collected will be used to:

- Maintain an accurate and up-to-date record of all persons working for C&K in the early childhood education and care sector.
- Enable regulatory authorities to monitor, identify, and respond to risks relating to persons working in the sector.
- Support compliance with the Education and Care Services National Law and National Regulations.
- Assist in workforce planning and quality assurance within the sector.

Type of Information Collected

C&K will record and maintain the following information for each worker at our centres:

- **Identity:** full name, date of birth, any aliases or former names.
- **Contact Information:** residential address, telephone number, email address.
- **Role Details:** position at the service, commencement date, end date (if applicable), C&K service approval number, employment type (direct or indirect), probationary status.
- **Qualifications and Training:**
 - Relevant qualifications held, including status of active completion or probationary recognition.
 - Evidence of completed mandatory training and certifications, including:
 - Child protection training (with expiry date, if applicable)
 - Child safety training (with expiry date, if applicable)

- First aid qualification
- Anaphylaxis management training
- Emergency asthma management training
- **Background Checks:**
 - Working With Children Check (WWCC), Vulnerable People Check (WWVP), or state equivalent, including identification number and expiry date, **or** teacher registration number and expiry date.

How Information is Used and Disclosed

C&K will enter information directly into the National Quality Agenda IT System, which hosts the Register. Individual staff members are **not required to register themselves**; this is the responsibility of C&K.

Legal Basis for Collection

Collection is mandated under the Education and Care Services National Law and National Regulations. C&K must update the Register:

- Within 14 days of a worker being employed, engaged, or appointed; and
- Within 14 days of any change to the worker's information.

Mandatory use of the Register begins 27 February 2026, with C&K required to update existing workforce information within one month.

Access and Security

Information will only be accessible to:

- C&K
- Regulatory authorities for monitoring and compliance purposes
- ACECQA for maintaining the Register and reporting purposes

Information will be stored securely in the National Quality Agenda IT System in accordance with relevant privacy laws.

Access and Correction

You have the right to request access to the information held about you by C&K and to request corrections if necessary. Questions about the collection, use, or security of your information can be directed C&K's Privacy Officer (privacy@candk.asn.au).

Consent and Employment Requirement

By providing your personal information to C&K, you acknowledge and agree that this

information is required for regulatory compliance and to ensure the safety and quality of early childhood education and care.

Important: If you do **not** consent to C&K sharing your personal information for the purposes of recording and maintaining your details in the Register, **C&K will not be able to engage you to work at any C&K-managed early childhood education and care centre.**

This is because inclusion in the Register is a mandatory legal requirement under the Education and Care Services National Law and National Regulations for all persons working in early childhood education and care services.

Contact for Privacy Concerns

For further information or concerns regarding your privacy, please contact our Privacy Officer via email privacy@candk.asn.au.