



Permission to share personal information for the purposes of the Inclusion Support Program

NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

Inclusion Support Program

The Australian Government's Inclusion Support Program (**ISP**) provides support to early childhood education and care services (**ECEC services**) to build their capacity and capability to include children with additional needs; providing them with an opportunity to learn and develop alongside their typically developing peers. An Inclusion Agency (**IA**) is established in each state and territory to help ECEC services participate in the ISP.

Under the ISP, eligible ECEC services can access the Inclusion Development Fund (**IDF**), which provides funding to services to address a barrier to inclusion that cannot be resolved by support provided by an IA.

The IDF is administered nationally on behalf of the Department of Education (**the Department**) by the Inclusion Development Fund Manager (**IDFM**). The IDFM is responsible for assessing and recommending an outcome for all applications made to the IDF against the eligibility criteria of the ISP guidelines which are available on the [Department's website](#).

Eligibility requirements of the Inclusion Support Program

To access funding from the IDF, an eligible ECEC service must be seeking to include children with *ongoing high support needs*, including with a diagnosed disability, with additional needs or undergoing/awaiting assessment for disability. Where an ECEC service's application for funding from the IDF is approved, funding will be used by the service to support educators to meet the needs of all children within the care environment of the service.

To enable the service to access funding, the parent/carer must provide documentary evidence that confirms that the child has ongoing high support needs, including:

- additional needs (ongoing high support needs);
- a diagnosed disability; or
- a current and ongoing assessment for disability.

The ISP requires consent from the parent/carer to disclose this documentary evidence to the relevant IA assisting a child's ECEC service, the IDFM and the Department for the purposes of administering the ISP. The application for funding in respect of a child cannot be processed until this evidence is provided.

Privacy Statement

Your personal information is protected by law, including the *Privacy Act 1988* (the **Privacy Act**), and is collected by the Department for the purposes of administering the ISP. This includes the purposes of submitting, assessing and approving an ECEC service's application for funding from the IDF.

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual's name and contact details. Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information.

Personal information collected from you by the ECEC service will be disclosed to the relevant IA assisting your child's ECEC service, the IDFM and the Department. Personal information collected from you by the ECEC service will not be disclosed to any overseas recipients.

Information collected and disclosed by the ECEC service to the above entities will include:

- documentary evidence of your child's diagnosed disability or diagnosed medical condition, additional needs, or evidence of current and ongoing assessment for disability;
- whether your child is from a refugee or humanitarian program background; and
- other information about your child's family background that you have provided.

The Department is committed to protecting the privacy of personal information and adheres to the requirements of the Australian Privacy Principles (**APPs**) contained in the Privacy Act. The APPs regulate the Department's collection, use, disclosure and management of personal information. Your ECEC service, the relevant IA and IDFM are also bound by the APPs.

You can get more information in our [privacy policy](#). This includes information on how:

- the Department handles personal information
- you can access or correct personal information
- you can make a complaint about a breach by the Department of the APPs or a registered APP code that binds the Department
- the Department will deal with such a complaint.

You may also request a copy of the privacy policy from privacy@education.gov.au.

Parent/carers consent

By signing below, I/we acknowledge that I/we have read the Privacy Statement on Page 2 and agree to disclose information about my/our child to the ECEC service below for the purposes of applying for the Inclusion Development Fund (**IDF**), available through the Australian Government's Inclusion Support Program (**ISP**).

I understand that this information will be made available to the relevant Inclusion Agency (**IA**), Inclusion Development Fund Manager (**IDFM**) and the Department of Education, to be used for the purposes of administering the ISP.

ECEC Service name

Child name

Date of Birth

Parent/Carer 1

Full name

Relationship to child

Signature

Date

Parent/Carer 2 (optional)

Full name

Relationship to child

Signature

Date

ECEC Services must upload the completed form with all the pages to the Inclusion Support Portal.