

About HIPPY

The Home Interaction Program for Parents and Youngsters (HIPPY) is a **two-year, home-based early childhood learning and parenting program**. It empowers parents and carers to be their child's first teacher.

HIPPY is funded by the **Australian Government**, and **The Brotherhood of St. Laurence** (BSL) manages HIPPY in Australia. BSL works with community organisations across the country to deliver HIPPY through local providers. These providers employ HIPPY Coordinators and Tutors to support you and your family.

Our commitment to you

The Brotherhood of St. Laurence (BSL) and HIPPY are committed to protecting your privacy.

We value your privacy and understand the wish to have personal information kept secure. For these reasons, The Brotherhood of St. Laurence places a high priority on the security of your personal information.

This Collection Notice outlines the purpose and approach The Brotherhood of St. Laurence and HIPPY take to collect, store, and use your personal information provided to us during your time at HIPPY.

We take your privacy seriously and are committed to protecting your information. We comply with laws that safeguard your personal and sensitive information.

Your information

What type of information do we collect?

At HIPPY, we collect two types of information from you: **personal information** and **sensitive information**. This helps us provide you with the best support during your employment.



Personal information

Personal information is information which identifies you, or from which your identity can be reasonably known such as your name and phone number.



Sensitive information

Sensitive information is personal information we may collect that you tell us about such things as whether you identify as a First Nations person or your country of birth.

Other types of information we collect include:

- the training you receive during your time with HIPPY
- Your experiences of HIPPY

Why do we collect your information?

When your family enrolls in HIPPY, we collect information that helps us with:



Program management

- Developing, managing and delivering HIPPY in Australia
- Measuring the program's impact



Reporting and compliance

- Meeting our reporting requirements to the Commonwealth Government
- Maintaining funding for HIPPY in Australia



Research and evaluation

- Conducting research and evaluating HIPPY
- Improving service delivery for families, children and communities

What happens if we don't collect your information?

In order for you to work with HIPPY we are required to collect your information. Choosing not to provide this necessary information may affect your ability to work with HIPPY.

You can withdraw your consent at any time.

You have the right to withdraw your consent for the use of your information at any time. **Please know this may impact your ability to work with HIPPY.**

We will be able to discuss this with you at the time. We're here to discuss any concerns and find the best way forward for you.

Collecting and storing information

All personal and sensitive information is stored securely to protect your privacy.

We collect personal information about you at the commencement of your employment and throughout your HIPPY journey. We ensure that all information collected is stored securely.

By agreeing to work with HIPPY you are consenting to the collection and storage of your information on the HIPPY Australia database. The database, located in Australia, is encrypted for security and to protect your privacy.

How do we collect your information?



Paper forms

Personal information collected using paper forms.



Online forms

Information provided via secure online forms.



Email

Details provided to us via email.



Face to face

Information provided during in-person interactions.



Phone calls

Personal Information provided over the phone.



Photos and video

Photos and videos taken by us or provided to us.

We will notify you when we have collected your personal information, unless it is reasonable to assume that you are aware of its collection.

Use and disclosure of personal information

Your information helps us provide the best support for you, Tutors, and families.

To ensure the smooth operation of HIPPY and the best support for you, your information may be shared with different HIPPY providers, professionals, or service providers. **This will only be done with your consent, unless required by law.**

We also share de-identified information with government bodies and third-party service providers to help run the program and meet reporting requirements. Your personal information will always be treated with care, and we follow strict privacy rules to protect it.

HIPPY Providers

HIPPY providers, contracted to deliver HIPPY in your community, may share your information with:

- **New HIPPY providers**
If one is contracted to deliver the program in your community
- **External professionals or support services**
for the purpose of supporting you and your family, such as family support services. If information is required, we will obtain your prior consent, unless we are not required to by law.

HIPPY Australia

HIPPY Australia typically discloses de-identified demographic information to the Department of Social Services (DSS) on a quarterly basis to meet contractual funding and reporting requirements. **Your personal information will not be included.**

We may also share de-identified information with third parties to help provide support and deliver the program. These include:

- **Government bodies or funding agencies**
To comply with contractual arrangements and to inform decisions about funding.
- **External professionals or support services**
For the purpose of supporting you and your family, such as family support services. If information is required, we will obtain your prior consent, unless we are not required to by law.
- **External service providers**
Such as data processing and storage services, research, and website or technology services, to assist in delivering HIPPY.

By providing us with your personal information, you also give consent for it to be shared with Bonterra, located in the U.S.A. Bonterra supports the HIPPY Australia database to ensure the system works smoothly. **Access to your data is tightly controlled**, and Bonterra is only permitted to view information they need to maintain the system.

In some cases, we may be required by law or court orders to disclose personal information collected about your family.

Find out more about our privacy policy

This document sets out the ways we comply with the **Australian Privacy Principle (APP) 5.2** (as part of the Privacy Act 1988 (Cth)) when collecting personal information about you and your family.

What is in a privacy policy?

Privacy Policies explain:

- How to access and correct your personal information if it's incorrect
- How to make a complaint if you believe there's been a breach of privacy laws (APPS), and how we will handle your complaint

Where can I access the privacy policies?

- **Brotherhood of St Laurence's Privacy Policy**
Available on their website via www.bsl.org.au/privacy-policy or at hippyaustralia.bsl.org.au
- **HIPPY Providers' Privacy Policy**
Available on your local HIPPY provider's website or on request from your HIPPY provider or Coordinator

If you require further information about your HIPPY provider's Privacy Policy, or how your information will be used, stored and disclosed by your provider, please contact your HIPPY Coordinator.

Contact us

For any privacy-related questions, please reach out to us. Alternatively you can contact your local HIPPY provider or HIPPY Coordinator for specific privacy inquiries.

HIPPY Australia at The Brotherhood of St. Laurence

Phone 1300 394 396

Email hippyaustralia@bsl.org.au

Mail HIPPY Australia, 67 Brunswick St, Fitzroy VIC 3065



Brotherhood
of St Laurence

HIPPY acknowledges the Traditional Custodians of the land and waterways on which our organisation operates. We pay our respects to Aboriginal and Torres Strait Islander Elders past and present.

The Home Interaction Program for Parents and Youngsters (HIPPY) is funded by the Australian Government through the Department of Social Services. The Brotherhood of St. Laurence (ABN 24 603 467 024) holds the licence to operate HIPPY in Australia.