

# Privacy Policy

## **Your privacy is important**

This statement outlines the policy of the Adelaide High School Old Scholars Association (hereafter referred to as "the Association") on how the Association uses and manages personal information provided to or collected by it.

The Association may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Association's operations and practices and to make sure it remains appropriate.

## **What kind of personal information does the Association collect and how does the Association collect it?**

The type of information the Association collects and holds includes (but is not limited to) personal information, including names, dates of birth, addresses and phone numbers regarding (but not limited to) former students and staff of Adelaide High School. Financial records pertaining to members are not held by the Association. Financial transactions and the associated information is held with the relevant transaction processing agent.

Personal Information you provide: The Association will generally collect personal information held about an individual by way of forms filled out by prospective members or members, face-to-face meetings and interviews, and telephone calls. On occasions people other than prospective members or members provide personal information.

Personal Information provided by other people: In some circumstances the Association may be provided with personal information about an individual from a third party, for example a name and address of an Old Scholar from a fellow Old Scholar.

## **How will the Association use the personal information you provide?**

The Association will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Members: In relation to personal information of members, the Association's primary purpose of collection is to enable the Association to provide to members as per the Associations Constitution.

The purposes for which the Association uses personal information of members and prospective members include:

- to keep Members informed about matters related to their membership of the Association, through correspondence, newsletters and magazines;
- day-to-day administration;
- seeking donations and marketing for the Association;
- to satisfy the Association's legal obligations and allow the Association to discharge its duty of care where applicable.

In some cases where the Association requests personal information about a Member, if the information requested is not obtained, the Association may not be able to allow entry or continue the enrolment of the Member.

Volunteers: The Association also obtains personal information about volunteers who assist the Association in its functions or conduct associated activities, such as Adelaide High Old Scholars Association Annual Formal Dinner, to enable the Association and the volunteers to work together.

Marketing and fundraising: The Association treats marketing and donations for the future growth and development of the Association as an important part of ensuring that the Association continues its successful standing. Personal information held by the Association may be disclosed to an organisation that assists in the Association's fundraising, for example, the Adelaide High Old Scholars Cricket Club, the Adelaide High School Rowing Club or Adelaide High School.

Parents, staff, contractors and other members of the wider Association community may from time to time receive fundraising information. Association publications, like newsletters and magazines, which include personal information, which may be used for marketing purposes.

### **Who might the Association disclose personal information to?**

The Association may disclose personal information, held about an individual to:

- Adelaide High School;
- people and companies providing services to the Association
- recipients of Association publications, like newsletters and magazines;
- anyone you authorise the Association to disclose information to.

Sending information overseas: The Association will not send personal information about an individual outside Australia without obtaining the consent of the individual (in some cases this consent will be implied).

### **Management and security of personal information**

The Association's Executive Members are required to respect the confidentiality of Members personal information and the privacy of individuals.

The Association has in place steps to protect the personal information the Association holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

### **Updating personal information**

The Association endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the Association by contacting the Association at any time.

### **Checking what personal information the Association holds about you**

An individual may check personal information which the Association holds about them and advise the Association of any perceived inaccuracy.

To make a request to access any information the Association holds about you, please contact the President or Secretary in writing. There will be occasions, however, when access is denied, such as where release of the information would have an unreasonable impact on the privacy of others.

The Association may require you to verify your identity and specify what information you require. The Association may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the Association will advise the likely cost in advance.

### **Further information**

If you would like further information about the way the Association manages the personal information it holds, please email [old.scholars@adelaidehs.sa.edu.au](mailto:old.scholars@adelaidehs.sa.edu.au)

**Endorsement:** This policy was endorsed by the Association on 18<sup>th</sup> March 2013.