LANE COVE PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Privacy Policy of the Lane Cove Public School Parents and Citizens Association

This policy (**Privacy Policy**) outlines how we manage your personal information. It also describes generally the kinds of personal information we collect and how that information is collected, held, used, and disclosed.

The Privacy Policy applies to **al**l your dealings with the Lane Cove Public School Parents and Citizens Association (**Association**), whether using the Association website, social media, in writing or in person. By dealing with the Association, you consent to our use and disclosure of your personal information in the manner described in the Privacy Policy. The Privacy Policy should be read in conjunction with the Association's Code of Conduct.

The P&C Association operates under the Australian Privacy Principles, contained in the Privacy Act of 1988.

WHAT PERSONAL INFORMATION DO WE COLLECT?

The type of personal information the Association collects depends on the nature of your dealings with us.

To be able to provide you with the Association's services, the Association may need:

- your name;
- your contact details including email address, mailing or street address, and telephone number;
- your demographic information;
- your payment particulars including credit card, account and BSB numbers (for the sole purpose of processing payments);
- your preferences and opinions as they pertain to your (or the students in your care) relationship with the school and the Association;
- details of the services the Association has provided to you or that you have enquired about and the Association's responses;
- additional personal information that you provide to the Association directly or indirectly through your use of the Association website, online forms, social media, surveys, in writing, in person or via any other means; and
- any other information requested by the Association and/or provided by you to the Association necessary to fulfill our obligations to you as a Member.

If you apply for a job with the Association, you will be required to provide government-issued identification that enables us to identify you, your right to work in Australia and for us to complete background and suitability checks. This will include your name, employment and educational background, and other personal information which the Association may require you to provide, or which you choose to provide the Association, in relation to your job application.

The Association may request you to respond to other voluntary questionnaires or surveys and provide your opinion and feedback. Providing this information is optional. These will be anonymous unless you choose to provide contact information for follow up on your submissions. If you provide contact information, it will be treated in accordance with this policy. If the Association receives your personal information from third parties, the Association will protect it as set out in this Policy.

HOW DO WE COLLECT PERSONAL INFORMATION?

How the Association collects personal information also depends on the nature of your dealings with the Association.

The Association collects personal information directly from you whenever it is reasonable and practical to do so.

The Association may collect personal information from you directly when you provide information over the phone, online or on documentation, complete a survey or apply for a job with the Association.

COLLECTING PERSONAL INFORMATION FROM OUR WEBSITE

The Association collects some information from you when you use the Association website. Your use of the facilities and services available through the Association website will determine the amount and type of information which the Association collects about you. Some of this information will not be personal information because it will not reveal your identity.

While the Association takes great care to protect personal information received via the Association website, no data transmission over the internet can be guaranteed to be 100% secure. Accordingly, the Association cannot ensure or warrant the security of any information that you send to the Association or receive from the Association online. This is particularly true for information you send to the Association via email. The Association has no way of protecting that information until it reaches the Association. Once the Association receives your transmission, the Association will make best efforts to ensure its security.

The Association website may contain links to other sites. The Association is not responsible for the content of, or the privacy practices or policies of, those sites.

USE OF COOKIES

A cookie is a small message given to your web browser by the Association's web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server. The Association may use cookies to provide the Association with anonymous aggregate information on how people use the Association website and to help the Association to know what visitors to the Association website find interesting and useful. The Association does not store personal information such as email addresses or other details in a cookie.

Most web browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings on your web browser to refuse all cookies or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not.

HOW DO WE USE PERSONAL INFORMATION?

The Association only collects personal information in connection with carrying out its authorised and permitted activities. The Association will only use your personal information for the purpose(s) for which you have provided the personal information, or for a purpose for which you have consented.

Generally, how the Association uses personal information will be apparent from the way in which it is collected by the Association, or will be disclosed at the time of collection.

The Association uses information for a range of purposes which include:

- to enable you to access and use the Association website;
- to provide you with services, or information regarding the Association's services;
- for analytics and development including to operate and improve the Association website; and
- to communicate and administer the Association's relationship and dealings with you efficiently.

If you would prefer not to receive information or other material from the Association, please let the Association know by sending an email to secretary@lanecovepublicschool.org.au

If you apply for a job with the Association, we will hold, use and disclose that information solely for the purpose of considering your application. In particular, in considering your application, it may be necessary for the Association to disclose some

of that information to third parties to verify the accuracy of that information. In such circumstances, the Association will disclose only such information as is reasonably necessary. In considering your application, the Association may also collect personal information about you from any third parties that you nominate as your referees in your application.

WHAT PERSONAL INFORMATION DO WE DISCLOSE?

The Association will not sell, rent or lease your personal information to others. The Association may however disclose your information:

- where the Association is required by law to disclose information to third parties; or
- to third party contractors, suppliers or brokers to whom the Association has outsourced functions or that the Association has engaged in order for the Association to provide the Association's services or that the Association has engaged or authorised to process data or perform data analytics. The Association requires such contractors, suppliers and brokers to undertake to comply with the Privacy Act 1988 and with the Privacy Policy.

DO WE DISCLOSE PERSONAL INFORMATION OVERSEAS?

In disclosing information to third party contractors, suppliers or brokers, such third parties may move, store, and/or process data outside of Australia.

HOW DO WE KEEP PERSONAL INFORMATION SECURE?

The Association is committed to ensuring the security of your personal information. The Association uses encryption technology or password protection in order to safeguard your personal information. If the Association has any hard copy documentation containing your personal information, the Association will store it securely.

The Association will retain your personal information whilst there is a continuing business need, or whilst there is a legal requirement to retain it, after which it is securely destroyed within a reasonable time frame.

In the case of email correspondence, the Association will retain any email containing material of permanent significance perpetually, and any email containing material of the following types for the following periods, after which the email will be deleted within a reasonable timeframe:

- administrative correspondence (four years);
- fiscal correspondence (four years);

- general correspondence (one year); and
- ephemeral correspondence (until read and acted upon).

HOW YOU CAN ACCESS AND CORRECT YOUR PERSONAL INFORMATION

You can request access to your personal information by contacting the Association using the contact information set out on the Association website. Before the Association is able to provide you with access to your personal information, the Association will require proof of identity.

If any of the personal information you have provided to the Association is inaccurate, out of date or incomplete (for example, if you move or change your phone number), please let the Association know so that the Association can update and/or correct your personal information.

If you find any inaccuracies in your personal information, please let the Association know as soon as you become aware of the inaccuracy.

UPDATES TO THIS POLICY

The Privacy Policy will be reviewed and updated by the Association from time to time. Updated versions of the Privacy Policy will be published on this website.

The updated Privacy Policy will apply whether or not specific notice of any change has been given.

HOW DO WE DEAL WITH PRIVACY COMPLAINTS?

Your privacy is important to the Association, and the Association will make every effort to resolve your privacy concerns.

If you have a privacy concern, please gather all supporting documents about the matters which concern you, think about the questions you want answered and decide on what you want the Association to do. Then please email the Association at secretary@lanecovepublicschool.org.au and the Association will review and respond to your concerns in a timely fashion. Please do not send personal information within the email or attachments.

If you are not satisfied with the Association's initial response, you may make a complaint in accordance with the Association's Grievances, Complaints and Disputes Procedures.

If the matter has still not been resolved to your satisfaction, you can telephone the Australian Information Commissioner's hotline on 1300 363 992 or via the website www.oaic.gov.au.

CONTACTING THE ASSOCIATION

The Association welcomes your comments. If you have any questions or concerns about the Privacy Policy, please contact the Association via email at secretary@lanecovepublicschool.org.au