



## PRIVACY POLICY

### Your privacy is important

This Privacy Policy sets out how the Old Knox Grammarians' Association Inc. (OKGA) uses and manages personal information provided to, or collected by, it.

The OKGA is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

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

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

The type of information the OKGA collects and holds includes (but is not limited to) personal information, about:

- former students of Knox Grammar School
- current and former staff members of Knox Grammar School, staff members of OKGA, volunteers and contractors; and
- other people who come into contact with the OKGA, including those who use the OKGA's websites, social media and apps.

### *Personal Information you provide:*

The OKGA will generally collect personal information held about an individual by way of forms filled out by members, current students or past students of Knox Grammar School, face-to-face meetings and interviews, emails and telephone calls. On occasion people, other than members, provide personal information such as parents of members.

### *Personal Information provided by other people:*

In some circumstances the OKGA may be provided with personal information about an individual from a third party, for example a change of address, contact details, or death notifications provided by another member or family member, or public information relating to achievements or awards.

### *Exception in relation to employee records:*

Under the Privacy Act and the *New South Wales Privacy Principles* which are contained in the Health Records Act, the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the OKGA's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the OKGA and employee.

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

The OKGA 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 by you, or to which you have consented.

### *Members:*

In relation to personal information of members, the OKGA's primary purpose of collection is to enable the OKGA to carry out the objects of the OKGA as stated in the Constitution of the OKGA as amended. This includes satisfying the needs of members and the needs of the OKGA throughout the whole period the past student remains a member of the OKGA.

The purposes for which the OKGA uses personal information of members include:

- to keep Members informed about matters relating to their membership, through correspondence, newsletters and magazines;
- for the organisation of year group reunions and events;
- communicating events and activities organised and run by the OKGA;
- facilitating the mentoring and networking programs;
- day-to-day administration;
- seeking donations and marketing for the OKGA;
- in some circumstances, assisting in seeking donations and marketing for Knox Grammar School (the School); and
- to satisfy the OKGA's legal obligations.

In some cases, where the OKGA requests personal information about a member, if the information requested is not provided, the OKGA may not be able to continue the engagement with the member or permit the member to take part in a particular event or activity.

### *Job applicants, staff members and contractors:*

In relation to personal information of job applicants, staff members and contractors, the OKGA's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the OKGA uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the OKGA; and
- to satisfy both the OKGA's and the School's legal obligations, for example, in relation to child protection legislation.

### *Volunteers:*

The OKGA also obtains personal information about volunteers who assist the Association in its functions or who conduct associated activities, such as affiliated associations, to enable the OKGA and the volunteers to work together.

### *Marketing and fundraising:*

The OKGA treats marketing and seeking donations for the future growth and development of the Association as an important part of ensuring that the OKGA continues to provide meaningful engagement with all members throughout their lifetime membership. Personal information held by the OKGA may be disclosed to organisations that assists in the OKGA's development, marketing or fundraising, for example, the School's Foundation or, on occasions, external fundraising organisations. Further the OKGA may disclose personal information to the School for the purposes of scholarship recommendations, prizes or awards.

Members, staff, contractors and other members of the wider OKGA community may from time to time receive fundraising information. The OKGA uses information collected from its website to update and improve its website. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

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

The OKGA may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- medical practitioners;
- people providing services to the OKGA, including event organisers and sports coaches;
- recipients of School publications, like newsletters and magazines;
- anyone you authorise the OKGA to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

### *Sending information overseas:*

The OKGA may disclose personal information about an individual to overseas recipients, for instance, to facilitate an international reunion or function. However, the OKGA 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); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The OKGA may also store personal information in the 'cloud' which may mean that it resides on servers which are situated inside or outside Australia.

### **How does the OKGA treat sensitive information?**

In referring to 'sensitive information', the OKGA means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## Management and security of personal information

The OKGA's staff are required to respect the confidentiality of member's personal information and the privacy of individuals.

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

## Access and correction of personal information

Under the Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which the OKGA holds about them and to advise the OKGA of any perceived inaccuracy. Members will generally be able to access and update their personal information through the OKGA on-line community themselves, however they may also do so by contacting the OKGA office.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the OKGA holds about you, please contact the Privacy Officer (the Director of Alumni Relations) in writing. The OKGA may require you to verify your identity and specify what information you require. The OKGA may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. In the unlikely event that the information sought is extensive, the OKGA will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

## Consent and rights of access to the personal information of members

The OKGA respects every member's right to make decisions regarding their personal information.

Generally, the OKGA will refer any requests for consent and notices in relation to the personal information of a member to the member. When the member was at School, the School treated consent given by Parents as consent given on behalf of the student, however once the member has left the School the parents will no longer have authority over any member's personal information.

## Enquiries and complaints

If you would like further information about the way the OKGA manages the personal information it holds, or wish to complain that you believe that the OKGA has breached the Australian Privacy Principles please contact the Director of Alumni Relations via the School Switchboard on +61 2 9487 0122. The OKGA Executive will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

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