



Privacy Policy – Kew High School Alumni Program

December 2017

This is the Privacy Policy of the Kew High School Alumni Program.

This Privacy Policy sets out how the Alumni Program will deal with your personal information.

The Alumni Program only collects the minimum amount of personal information in order to provide this service, and will permanently delete personal information when this Program is no longer required.

General

In submitting your name and contact details to the Alumni Program and the Alumni Database you agree to be bound by the terms of the Privacy Policy.

Kew High School may review this Privacy Policy periodically and reserves the right to change the Privacy Policy at any time at its discretion, by posting such changes on the School's website. Changes will be effected immediately upon notification on the site.

Collection of information

The Alumni Program only collects personal information to assist with the organisation of Kew High School Alumni and other related events for the school community of current and past students and staff.

If you do not provide the Alumni Program with your personal Information, it will be unable to provide you with its services.

The personal information that the Program collects includes your name, address, email address, phone number and details of your previous association with Kew High School.

By providing the Alumni Program with your personal Information, either by phone, mail, email or through the Alumni Database, you consent to the Alumni Program collecting and managing the personal information as contemplated by the Privacy Policy.

Management of your Personal Information

The Alumni Program will take all reasonable steps to ensure that the personal information that it collects uses or discloses is accurately recorded and stored in a secure environment, which is accessed only by authorised persons.

Upon written request for the removal of a name and contact details from the Alumni database, the Alumni Program will take all practicable steps to delete, destroy or permanently de-identify any personal information.

The Alumni Program does not give, sell, rent, share or trade any personal information except as set out in the Privacy Policy.

By choosing to supply personal Information to the Alumni Program, you consent to the Alumni Program disclosing your personal information to other Kew High School Alumni (past and present staff and students) for the purposes of organising Alumni reunions and other related events. The Alumni Program will take all reasonable steps to ensure that that party in accordance with this privacy policy will protect all personal information disclosed to other Alumni.

Security of Personal Information

You acknowledge that no data transmission over the internet is totally secure. Accordingly, the Alumni Program does not warrant the security of any information which you transmit to it. Any information which you transmit to the Alumni Program is transmitted at your own risk. However, once the Alumni Program receives your transmission, the Alumni Program will take responsible steps to protect your personal information from misuse, loss and unauthorised access, modification and disclosure including password protected systems and databases.

Correction and Updating of your Personal Information

Personal information can be updated by phone, mail or email.

The Alumni Program may verify your personal information with Kew High School or seek updated personal information if necessary.

Contact Details

If you have any inquiries relating to the handling of your personal information, please contact the Kew High School Alumni Program:

Kew High School Alumni,
1393 Burke Rd, Kew,
VIC 3102,
Phone: 03 9092 7500
Email: alumni@kew.vic.edu.au