



Kew High School

Privacy Policy of the Kew High School Second-hand uniform and book shop

This Privacy Policy sets out how the Second-hand uniform and book shop will deal with your personal information. The Second-hand uniform and book shop commits to collecting only the minimum amount of personal information in order to provide this service, and to permanently delete personal information once this service is no longer required.

General

In using the Second-hand uniform and book shop you agree to be bound by the terms of the Privacy Policy.

The Second-hand uniform and book shop may review the Privacy Policy periodically and reserves the right to change the Privacy Policy at any time at its discretion. Changes will be posted on the Kew High School website and will be effected immediately upon notification on the website.

Collection

The Second-hand uniform and book shop only collects personal information to:

- process your items for sale.
- send payments for items sold and to notify you of items that have not sold.
- from time to time inform you about our services.

If you do not provide Second-hand uniform and book shop with your personal Information, it may be unable to provide you with its services.

Examples of the personal information that may be collected by the Second-hand uniform and book shop include your name, address, email address, phone number, school, subjects and year level attended.

By choosing to provide the Second-hand uniform and book shop with your personal Information, either by phone, mail, fax or email, you consent to the Second-hand uniform and book shop collecting and managing the personal information as contemplated by the Privacy Policy.



Management of your personal information

The Second-hand uniform and book shop 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 that is accessed only by authorised persons.

If it is practicable to do so, and safe to the extent reasonably required to ensure compliance with any law, the Second-hand uniform and book shop will destroy or permanently de-identify the personal Information when it is no longer required.

The Second-hand uniform and book shop permanently deletes all personal information and memberships that have been inactive for 24 months or longer.

Use and disclosure

The Second-hand uniform and book shop does not give, sell, rent, share or trade any personal information regarding its sellers to third parties, except as set out in the Privacy Policy.

The Second-hand uniform and book shop volunteers are subject to confidentiality agreements in respect of members, personal information and trading behaviour.

By choosing to supply personal information to the Second-hand uniform and book shop, you consent to the Second-hand uniform and book shop using your personal information as set out in the Privacy Policy.

Personal information collected by the Second-hand uniform and book shop may be disclosed to a third party in the following circumstances:

- The Second-hand uniform and book shop has informed you of the third parties or classes of third parties to whom your personal information will be disclosed, and you have expressly consented; where the disclosure is required or authorised by law.
- The Second-hand uniform and book shop will take all reasonable steps to ensure that any personal information which the Second-hand uniform and book shop discloses to a third party is protected by that party in accordance with the Privacy Act.



Security of personal Information

You acknowledge that no data transmission over the internet is totally secure. Accordingly, the Second-hand uniform and book shop does not warrant the security of any information which you transmit to it. Any information which you transmit to the Second-hand uniform and book shop is transmitted at your own risk. However, once the Second-hand uniform and book shop receives your transmission, the Second-hand uniform and book shop 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 Second-hand uniform and book shop may verify your personal information with Kew High School or seek updated personal information if necessary.

Contact details

If you have any queries or complaints relating to the handling of your personal information, please contact the Second-hand uniform and book shop:

*Second-hand uniform and book shop
Kew High School
1393 Burke Road
Kew East VIC 3102*