



# Privacy Statement

November 2020

Your privacy is important to us. This privacy statement explains the personal information data ("the data") Waitara Public School Parents' & Citizens' Association (the "P&C") collects, how the "P&C" processes it, and for what purposes.

## Personal data we collect

The P&C collects the data from you, through our interactions with you (e.g. meeting and/or events sign in forms, etc.). You have choices when it comes to the technology you use and the data you share. When we ask you to provide personal data, you can decline. Likewise, where we need to collect personal data by law or to enter into or carry out some interactions with you, if you choose not to provide data required to provide you with the school's information, such as meeting minutes, events notifications, etc., you cannot get the relevant information or update.

We only collect minimal required personal information, such as the name, email address, etc.

## How we use personal data

The data will not be shared with or disclosed to any third party and the P&C uses the data we collect to provide you for sending our communications, update.

In particular while you agree to receive the communications, we use data to:

- Provide the meeting minutes.
- Provide the school's event notifications.
- Provide the class parents information.

The data to be used will be backed up on servers in Sydney or Melbourne only using Microsoft OneDrive.

## How to access and control your personal data

You can also make choices about the collection and use of your data by the P&C. You can control your personal data that the P&C has obtained, and exercise your data protection rights, by contacting the P&C.



For example, you can:

Request to remove your information from the contact/email list.

Choose whether you wish to receive emails from the P&C.

Once you submit your request to the P&C, the P&C will proceed to your request in a reasonable time-frame.

However, your name within the meeting attendee list will be recorded permanently by the laws and cannot be removed.

## Other important privacy information

Complain about a breach of the Australian Privacy Act

The Privacy Act 1988 has strict rules about how an organisation or agency handles your personal information. If you think your personal information has been mishandled, you can [contact the P&C](#) for addressing the issue, or lodge a [complaint](#) with OAIC for free.