

All Saints Grammar Privacy Policy

Last updated 13 November 2008

All Saints Grammar takes your privacy seriously. This Privacy Policy explains the steps we take to ensure information about you is kept secure and confidential. All Saints Grammar, like other entities operating in Australia, is bound by the National Privacy Principles as set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

Please read this Privacy Policy carefully, as once you use our website or our services you will be deemed to have read and accepted this Privacy Policy.

You must not use our website or our services if you do not accept this Privacy Policy.

1. The information we collect

The School will only collect personal information about you and given by you when you submit an enquiry, brochure request or direct application for an enrolment package through our website. The School will always let you have a copy of all personal information that we have about you should you request it.

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

- students and parents and/or guardians before, during and after the course of a student's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

2. Purposes for which we use information about our user

The School will use personal information it collects from you for a variety of purposes. These include the following:

- to inform our students and parents and/or guardians of new offers, products, and services which may be of interest to them
- to send our students and parents and/or guardians news items which are relevant to their interests
- to help improve and personalise the services provided to our students and parents and/or guardians

3. Passing on information about you

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

- another school
- government departments
- medical practitioners
- people providing services to the School, including specialist visiting teachers and sports coaches
- recipients of School publications, like newsletters
- parents and/or guardians
- anyone you authorise the School to disclose information to

4. Transferring your information overseas

The School 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 National Privacy Principles.

5. Updating personal information

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the School at any time.

The National Privacy Principles require the School not to store personal information longer than necessary.

6. Changes to our Privacy Policy

The School may update the Privacy Policy from time to time. These changes will be posted as an announcement to this effect on our website. The School will also revise the last updated date at the top of the Privacy Policy.

7. Enquiries

If you have any questions relating to this Privacy Policy or how the School uses the personal information about you, please contact us.