

Privacy Policy

Purpose:	The Alliance of Girls Alliances Australasia is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the Alliance and describes how it uses and manages personal information provided to or collected by it.	
Scope:	The policy applies to members, employees, volunteers, parents/guardians and students, and contractors and describes the type of information the Alliance collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
References:	<ul style="list-style-type: none"> • Privacy Act 1988 (Cth) • Privacy Amendment (Enhancing Privacy Protection) Act 2012 • Child Protection Policy • Disabilities Policy 	
Supersedes:	Developed by Karen Spiller (2011) Updated by Loren Bridge (2014) Updated by Loren Bridge (2018)	
Authorised by:	Executive Committee	Date of Authorisation:
Review Date:	As appropriate, to take account of new laws and technology, changes to operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date:
Policy Owner:	Executive Committee	

Exception in relation to employee records:

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the Alliance's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Alliance and employee.

Policy

This Privacy Policy sets out how the Alliance manages personal information provided to or collected by it.

The Alliance is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The Alliance may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Alliance's operations and practices and to make sure it remains appropriate to the changing environment.

What kinds of personal information does the Alliance collect and how does the Alliance collect it?

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

- students and parents and/or guardians before, during and after the course of a student's participation in an Alliance program;
- staff of member schools for membership maintenance and marketing purposes;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the Alliance.

Personal Information you provide:

The Alliance will generally collect personal information held about an individual by way of digital forms filled out by members, parents or students.

Personal Information provided by other people:

In some circumstances the Alliance may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or another Alliance member.

How will the Alliance use the personal information you provide?

The Alliance will use personal information it collects 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, students and parents

In relation to personal information of members, students and parents, the Alliance's primary purpose of collection is to enable the Alliance to provide programs and activities for students and staff of member schools.

The purposes for which the Alliance uses personal information of members, students and parents include:

- to keep members informed about matters related to educating girls, through digital and print correspondence, newsletters and magazines;
- day-to-day administration of the Alliance;
- looking after students' educational, social and medical wellbeing during Alliance programs;
- member services and marketing purposes; and
- to satisfy the Alliance's legal obligations and allow the Alliance to discharge its duty of care.

In some cases where the Alliance requests personal information about a member, student or parent, if the information requested is not provided, the Alliance may not be able to permit the member or student to take part in a particular activity.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, the Alliance'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 Alliance 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;
- marketing purposes for the Alliance; and
- to satisfy the Alliance's legal obligations, for example, in relation to child protection legislation.

Volunteers

The Alliance also obtains personal information about volunteers who assist the Alliance in its functions or conduct associated activities, such as student conferences, to enable the Alliance and the volunteers to work together.

Marketing

The Alliance treats marketing for the future growth and development of the Alliance as an important part of ensuring that the Alliance continues to provide quality services to its members. Personal information held by the Alliance may be disclosed to organisations that assist the Alliance to deliver member services, for example, the Alliance's corporate partners and sponsors.

Alliance publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the Alliance disclose Personal Information to?

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

- government departments;
- medical practitioners;
- people providing services to the Alliance, including conference facilitators and program specialists
- recipients of Alliance publications, such as newsletters and magazines;
- Alliance members
- anyone you authorise the Alliance to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending Information Overseas

The Alliance may disclose personal information about an individual to an overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate an overseas exchange or program.

However, the Alliance 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.

Sensitive Information

In referring to 'sensitive information', the Alliance 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 Alliance's staff are required to respect the confidentiality of all personal information and the privacy of individuals. The Alliance has in place steps to protect the personal information it holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including restricted access to paper records and password access rights to computerised records.

Responding to Data Breaches

The Alliance will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have, or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).

If we are unable to notify individuals, we will publish a statement on our website and take reasonable steps to publicise the contents of this statement.

Access and Correction of Personal Information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the Alliance holds about them and to advise the Alliance of any perceived inaccuracy.

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 Alliance holds about you or your child, please contact the Alliance. The Alliance may require you to verify your identity and specify what information you require. The Alliance may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the Alliance 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 students

Generally, the Alliance will refer any requests for consent and notices in relation to the personal information of a student to the student's school and/or parents. The Alliance will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the Alliance about them or their child by contacting the Executive Officer.

Enquiries and complaints

If you would like further information about the way the Alliance manages the personal information it holds, or wish to complain that you believe that the Alliance has breached the Australian Privacy Principles please contact the Executive Officer. The Alliance 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.

How to Contact Us

The Alliance can be contacted about this Privacy Policy or about personal information generally, by:

- Emailing agsa@agsa.org.au
- Calling 07 55210749
- Writing to the Executive Officer, PO Box 139 TUGUN QLD 4224

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

Changes to our Privacy and Information Handling Practices

This Privacy Policy is subject to change at any time. Please check our Privacy Policy on our website for any changes. www.agsa.org.au

APPENDIX 1

Standard Collection Notice

1. The Alliance collects personal information, including sensitive information about teachers, students and parents or guardians before and during the course of a teacher's or student's participation in an Alliance program or activity. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the Alliance to provide services and care to the teacher or student and to enable them to take part in the activities of the Alliance.
2. Some of the information we collect is to satisfy the Alliance's legal obligations, particularly to enable the Alliance to discharge its duty of care.
3. Health information about teachers and students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
4. The Alliance from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitators, contractors or partner organisations providing services to the Alliance.
5. The Alliance may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
6. The Alliance Privacy Policy sets out how you may complain about a breach of privacy and how the Alliance will deal with such a complaint.
7. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
8. On occasions information such as academic and sporting achievements, student activities and similar news is published in Alliance newsletters and magazines and on our website. Photographs of student activities such conferences, camps and networking forums may be taken for publication in Alliance newsletters and magazines and on our website. The Alliance will obtain separate permissions from the students' parent or guardian prior to publication.
9. If you provide the Alliance with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Alliance and why, that they can access that information if they wish and that the Alliance does not usually disclose this information to third parties.

APPENDIX 2

Member Directory

1. The Alliance may collect personal information about staff of member schools from time to time. The primary purpose of collecting this information is to enable us to inform members about our activities and to keep members informed about other members.
2. We must have the information referred to above to enable us to maintain member records.
3. From time to time we engage in marketing and promotional activities. The information received from member schools may be used for marketing purposes. [It may also be used by [name of Alliance] to assist in its fundraising activities.]
4. We will publish the contact details of member schools in publications and on our website.
5. The Alliance may store member information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.

APPENDIX 3

Employment Collection Notice

1. In applying for a position with the Alliance you may be required to provide the Alliance with personal information.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The Alliance's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We may also collect personal information about you in accordance with Child Protection laws.
6. The Alliance may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Alliance and why, that they can access that information if they wish and that the Alliance does not usually disclose the information to third parties.

APPENDIX 4

Contractor/Volunteer Collection Notice

1. In applying to provide services to the Alliance, you will be providing the Alliance with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 5 years.
4. The Alliance's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We will not disclose this information to a third party without your consent.
6. We may also collect personal information about you in accordance with Child Protection laws.
7. The Alliance may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Alliance and why, that they can access that information if they wish and that the Alliance does not usually disclose the information to third parties.