



WEST RYDE PUBLIC SCHOOL P&C PRIVACY POLICY

What Personal Information do we collect? By becoming a member of the West Ryde Public School P&C (P&C), you are consenting to the P&C collecting your name, email address and phone number (**Personal Information**) and using this Personal Information in accordance with this policy.

How do we collect this Personal Information? The P&C collects the Personal Information directly from members of the school community.

How will we use Personal Information? We will use your Personal Information to contact you regarding the activities of the P&C. This includes but is not limited to emailing you meeting notices and minutes, requests for volunteers to assist with the fundraising and other initiatives of the P&C and other similar activities.

If you volunteer for a specific P&C fundraising activity or are a participant in a P&C working group or subcommittee, as convened, then your Personal Information will be shared with the group so that the group can co-ordinate its activities.

How will we keep your Personal Information safe? The P&C uses all reasonable efforts to ensure that any Personal Information provided by you is safe. Personal Information is held securely by the Secretary and/or the President of the P&C. We will not use your Personal Information for any purpose other than those outlined in this policy without your consent.

We do not disclose any Personal Information that we hold except where you have given your express consent for us to do so or where required by law.

Access to Personal Information and complaints If you would like to:

- access to any Personal Information that we hold about you;
- correct or change any Personal Information we are holding; or
- make a complaint regarding how your Personal Information has been used,

contact the Secretary of the P&C on pc@westrydepublicschool.com.au.

How do I unsubscribe? Simply email pc@westrydepublicschool.com.au with "Unsubscribe" in the subject field. You will receive an email to confirm that you have been removed from the mailing list.