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Job applicants and contractors In relation to personal information of job applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants and contractors include:

- x administering the individual's employment or contract, as the case may be;
- x for insurance purposes;
- x seeking donations and marketing for the School; and
- x satisfying the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [alumni associations], to enable the School and the volunteers to work together.

Marketing and fundraising The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the School disclose personal information to and store your information with?

The School may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- x other schools and teachers at those schools;
- x government departments;
- x medical practitioners;
- x people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools;
- x assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- x people providing administrative and financial services to the School;
- x recipients of School publications, such as newsletters and magazines;
- x pupils' parents or guardians;
- x anyone you authorise the School to disclose information to; and
- x anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Sending and storing information overseas The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- x obtaining the consent of the individual (in some cases this consent will be implied); or
- x

To make a request to access or to update personal information the School holds about you or your child, please contact the + H D G by Email in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and O R F D W L Q J U H W U L H Y L Q J U F R S \ L Q J D Q \ P D W H U L D O U H T X H V W H G

