

Alumni Program Privacy Statement

The information below is important because it explains how we The Forest High School are going to collect and use your personal alumni information to deliver the alumni program.

We will only collect your information if you are aged 18 or over. We will only collect a minimum amount of personal information to deliver the alumni program.

We're committed to ensuring that alumni information is secure and we will take all reasonable steps to ensure that it is secure. We have put technical and organisational measures in place to safeguard and secure the information that we collect.

Individual alumni data will only be accessed by school staff selected by the school principal, and by the alumni coordinator at The Forest High School, who is assigned to deliver the alumni program, during the period that the school is receiving Ourschool's service.

Ourschool Ltd is the not-for-profit service which is helping The Forest High School to build and mobilise our school's alumni community.

For the purposes of research and evaluation we will anonymise personal alumni data so that we can create and distribute statistics to the school council, Ourschool and the funders of the Ourschool service, including the NSW Department of Education. When we do this, we will take the utmost care to ensure that you cannot be identified through these statistics.

This privacy statement embraces the Australian Privacy Principles (APPs) under the Privacy Act 1988. The APPs can be found at the Office of Australian Information Commissioner website www.oaic.gov.au

How we obtain your information

We will collect your personal information in several ways:

- by collecting the data provided by you on your completed alumni sign-up form
- by receiving updates from you
- by accessing social networking profiles and other publicly available information to ensure that our alumni records are up to date

What personal information we collect

We collect your personal information to help build our alumni community and organise events. As such, we ask you to provide:

- Personal information such as your full name and contact details
- Details regarding your time at school, for example what year you graduated
- Current study / employment details

Use of personal information

We will use your information to enable us to contact you occasionally so that you can stay in touch with our school and our alumni community. This may include, but is not limited to, inviting you to give a careers or study talk to current students, inviting you to an alumni event or letting you know about a school project you may be interested in supporting.

We will also use your personal information:

- to send requests to you for updated contact details, so we can stay in touch with you
- to send you information about alumni involvement at school

By providing us with your personal information and/or by giving your consent on the sign-up form, you consent to us using and disclosing your personal information as set out above.

If you do not wish to receive further communications from us, or you no longer wish to have your alumni details registered with us, please contact the school's alumni coordinator and your personal information will be removed from our files.

We may update this privacy policy from time to time, and we encourage you to check our website regularly to ensure that you are aware of our most current version.