



Your privacy is important

This privacy policy outlines how Wilderness School Parents and Friends Association Incorporated

ABN 26 193 104 287 (“we”, “us”, “our”) manages and uses personal information as required by the Australian Privacy Principles (“APPs”) contained in the *Privacy Act 1988* (Cth) (**Privacy Act**).

This privacy policy is available on our website (www.wilderness.com.au). A person may also request that we provide them with a copy of this privacy policy in a different form using the contact details set out below and we will take such steps as are reasonable in the circumstances to do so free of charge.

We may, from time to time, review and update this privacy policy to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing school environment.

Collection of personal information

Personal Information

‘Personal Information’ is any information or opinion that can identify or be used to identify you. We collect and hold personal information from our members, and other individuals.

We only collect personal information that is necessary for our operations and functions. Information we collect includes your name, address, phone number, credit and debit card information, and email address, payment information about your donation/s, and communications you may have had with us.

How we collect personal information

We collect personal information from individuals in a variety of ways, including, by forms completed and submitted to us, correspondence with us (including telephone and email correspondence) and face to face meetings.

How we hold personal information

We hold personal information on our premises (some information is held in paper form and some information is held in electronic form). We are committed to respecting the confidentiality of such information and the privacy of individuals.

We have in place steps to protect the information we hold from misuse, interference and loss and from unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password protected access rights to computerised records.

How we use personal information

General

We collect, use and disclose the kinds of information mentioned above for the primary purposes as detailed below, for such other secondary purposes that may be related to the primary purposes; and other purposes for which we have obtained consent.

Purposes for collecting personal information

Personal information we collect is used for the following primary purposes:

- to process donations;
- to issue receipts;
- to draw upon the expertise of particular members of the school community to assist with our operations and functions;
- to inform you about our activities;
- to raise funds for the Wilderness School.

In some instances, personal information is supplied to mailing houses which send out our letters.

Who we disclose personal information to

Disclosure generally

We generally do not disclose personal information to other entities unless we believe it is reasonably necessary to conduct our functions and activities of the Parents and Friends Association, if you give your consent or if it is required or authorised by law.

We may publish details about you in Wilderness Times, newsletters on the School's website or on social media channels. If you do not agree to this you must advise us by emailing info@wilderness.com.au or in writing to the Business Manager, PO Box 93 Walkerville SA 5081.

Direct marketing communications

Our members and members of the wider school community may, from time to time, receive fundraising information and school marketing publications (e.g. correspondence, newsletters and magazines). An individual may request not to receive such direct marketing communications from us by contacting us using the contact details set out below.

How to obtain access to your personal information

Access generally

An individual may obtain access to any personal information which we hold about them by contacting us using the contact details set out below. When we receive a request for such information held by us we will endeavour to provide an individual with such personal information as soon as reasonably practicable.

We may require an individual to verify their identity and specify what information they require and we may charge a fee to cover the cost of verifying an individual's identity and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, we will advise the likely cost in advance.

How to seek variations and corrections to your personal information

We endeavour to ensure that the personal information we hold is accurate, complete and up to date. An individual may request that we update or correct such information held by us by contacting us using the contact details set out below. If required we will update or correct personal information held by us as soon as reasonably practicable after receiving such a request.

How to make a complaint about a breach of your privacy rights by us

If an individual is of the view we have breached the APPs, the Privacy Act, or any related privacy code in dealing with their personal information they may make a complaint by writing to us using the contact details below. Once we have received such a complaint we will take all steps that we consider reasonably necessary to remedy any actual breach which has arisen as soon as reasonably practicable. Complaints may also be made directly to the Office of the Australian Information Commissioner by visiting the following website and following the steps: <http://www.oaic.gov.au/privacy/privacy-complaints>

Anonymity and pseudonyms

An individual has the option of not identifying themselves or using a pseudonym when dealing with us in relation to privacy matters unless: we are required by law or a court/tribunal to deal with individuals who have identified themselves; or it is impractical for us to deal with an individual who has not identified themselves in the circumstances.

Contact us

If you would like further information about the way we manage the personal information it holds, please contact us during business hours using the following contact details: Wilderness School, Attn: The Business Manager, 30 Hawkers Road, Medindie SA 5081, PO Box 93 Walkerville SA 5081, Phone: +61 8 8344 6688 Fax: +61 8 8344 1094, info@wilderness.com.au