



## Old Scotch Collegians - Privacy Policy

This is important information we need to share with you, so we recommend taking the time to read through the details.

Our Privacy Policy is all about personal information – all the things we know about you. Because your information is important to us, we'll always be honest and transparent about how we handle it.

The Policy explains how we collect your personal information, what we do with it, and, most importantly, how it's protected.

### Why we collect personal information

We collect personal information from you when it is reasonably necessary as you are part of Old Scotch Collegians WA (Inc.) (“OSC”), our Scotch College alumni organisation.

That means we collect it to supply you with information, services and products pertaining to your membership of OSC.

Other reasons we collect personal information are to:

- Contacting you about OSC events, including reunions and other annual and milestone occasions (including Founders Day, Seniors Lunch, OSC and Scotch College Sporting fixtures and many other similar events).
- Understand you, and how we can meet your needs now and in the future as part of our alumni.
- Develop or evaluate our alumni services to you.
- Make membership services and products more relevant to you.
- Manage our association.
- Comply with our legal obligations.

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Approved by OSC: [DATE] 2014	Author/s:	LHQ / MJS

## The type of information we collect

Old Scotch Collegians WA (Inc.) collects personal information like your name, address, date of birth, gender, occupation, interests, location, contact details, payment details, and financial information.

There are a few different ways we collect this information.

### What we collect straight from you

We collect most personal information directly from you. For example, you might fill out a form online or one that has been physically sent to you. (Note that in many cases, your details will have been supplied by your parents on your behalf whilst you were a Scotch College student.)

You can choose not to provide your personal information or may just want to deal with us anonymously. If you do so, you understand that whilst you will still remain a member of OSC, communicating with you about our activities and services will be difficult, and you may not find out about what is happening or other information about our activities and services).

### What we collect while you are with us

We also collect personal information during our relationship with you. For example, we may collect personal information:

- When you attend a function.
- When we correspond with you, or you with us.
- When you use any current membership services either on or off-line.
- When you interact with OSC on-line platforms, or social media.
- When you respond to as mail shot or global email.

### What we collect from your online activity

Old Scotch Collegian/Scotch College and Social Media websites and apps use cookies and other digital identifiers. These include:

- Site performance identifiers: these give us information about how our websites or apps are used.
- Analytics cookies: we use these to gather statistics about our site and apps. For example, they help us monitor how many users are on the site or app, and what sections are most popular.

It's important to know you can clear cookies or digital identifiers from your device and also disable future use of them by changing the security settings on your web browser.

### What we collect from others

Other people might give us personal information about you. For example, we might be given or hear of personal information from Scotch College or ex-scholars of the school. This is referred to as un-solicited information under the National Privacy Principles.

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We may also collect personal information from other organisations that are able to disclose it to us, if it's not practical to collect it from you.

We will take reasonable steps to make sure you know we have your personal information, how we got it and how we'll handle it.

### **Sensitive personal information**

“Personal Information” is a legal term and is defined by Australian privacy legislation (the “AST”). When we talk about your sensitive Personal Information, we mean details about your race, ethnicity, politics, religious or philosophical beliefs, sexual preferences, health, genetics or criminal record. Other information which you might regard as personal or sensitive is NOT covered under the definition provided in the Act.

Generally speaking, we don't need what the Act defines as “Personal Information” about you.

Remember, this kind of information will only be collected with your permission, and we will only use it for the purpose for which you provided it.

## **How we will use your information**

Unless you contact us and notify us otherwise, OSC will use your information to provide you with information about OSC, and its activities, services and products from time to time.

Your details will be kept in a database, and we will be in contact with you through e-mail, post, telephone and online.

Typically, the people who will be allowed access to your information will be limited to OSC Committee and staff, however from time to time, and for limited purposes, your information may be supplied to other OSC members.

- The OSC website accessible through Scotch College ([www.scotch.wa.edu.au](http://www.scotch.wa.edu.au)) allows OSC's to search for very limited details about you. This functionality allows an OSC to send you an e-mail (however does not disclose your e-mail to the sender);
- Your OSC peers may be supplied with your details in order to assist in the arrangement of OSC events, particularly your milestone reunions;
- We may supply your contact information to other OSC's who are looking to make contact with you specifically, however we will only do so after seeking your permission in such cases;
- We will supply your address to Scotch College to allow you to receive the College's publications, such as the “Clan” Magazine.

Your information will only ever be used or provided in circumstances and for reasons associated with OSC, and its aims and functions.

Your information will not be provided to any commercial third-party business or organisation, and will not be sold or commercialised.

Please be aware that some of your personal information is often already in the public domain, and is also known to your friends and associates. OSC is not responsible for you being contacted by people or

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organisations that are, co-incidentally, associated with or members of OSC. Nor is OSC responsible for such organisations or people who have access to your information from other sources.

If you have any objection to the use of your personal information in the ways that we describe or in any circumstances in future, you should contact OSC.

## Limitations if you opt out

You should be aware that OSC does not operate a database or IT systems which allow members to opt in or out of only specific categories of information usage. In other words, OSC may not be able to accommodate a request for us to only contact you for reunions, but not for distribution of Clan.

Accordingly, it is likely that if you elect to opt out, you will not receive any direct information regarding OSC's events, initiatives, membership or operations, etc. Before you opt out, please consider this, and call our OSC office to discuss further if you would like.

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