



# ST LAURENCE'S COLLEGE OLD BOYS' ASSOCIATION

## PRIVACY ACT 1988 (Commonwealth)

The Privacy Act 1988 (Commonwealth) regulates the way in which private sector organisations collect, use, keep, secure, correct and disclose personal information.

Under the legislation, organisations such as this Association have mandatory requirements to comply with minimum standards set under the Australian Privacy Principles (APPs). The legislation is designed to protect the rights of individuals in relation to the personal information organisations hold and to ensure the individuals are aware of their rights concerning that information.

This notice provides members and other persons with details as to how the Association will deal with any information that it collects or is provided to the Association.

### INFORMATION COLLECTED

1. The Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable the Association to inform you about its activities, the activities of the College and to keep past students informed about other members.
2. The Association must have the information to enable it to continue your membership of the Association, to achieve the Association's objectives and to communicate with members.

### USE OF INFORMATION/DISCLOSURE OF INFORMATION

3. From time to time, the Association engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by the College to assist in its fundraising activities. **If you do not agree to this, please advise the Association.**
4. The Association may publish details about you in its Newsletter or on the St Laurence's College Old Boys' Association website. **If you do not agree to this, please advise the Association.**

### SECURITY OF INFORMATION

5. The Association keeps the information obtained on the St Laurence's College database and is only accessible by College staff and designated members of the Association Management Committee.

### ACCURACY ACCESS AND CORRECTION

6. You may seek access to personal information collected about you by contacting the Association on (07) 3010 1178 or at the email address below. If the information is inaccurate, you can provide the Association with details of the inaccuracy and it will be rectified.

## IF YOU HAVE A COMPLAINT

7. If you consider the Association has not properly dealt with your information or requests in relation to it then you are invited to communicate with any member of the management committee the details of which are contained on the Association's website to advise of this and seek rectification.
  
8. If your complaint is not handled satisfactorily in this manner you may refer your complaint to:

The Office of the Australian Information Commissioner  
GPO Box 5218  
Sydney NSW 2001  
Ph.: 1300 363 992  
Fax: (02) 9284 9666  
Website: [oaic.gov.au](http://oaic.gov.au)