

## **St Kevin's College Foundation Inc Privacy Policy**

St Kevin's College Foundation Inc (the "Foundation") is committed to protecting and securing the privacy and confidentiality of the personal information we collect and hold while carrying out activities for charitable purposes.

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, or recorded in a material form or not.

This policy applies to personal information collected from and about donors, people on our mailing list and any other person whose personal information the Foundation may lawfully collect from time to time.

This policy explains:

- what types of personal information we collect;
- how we will use personal information;
- when we will disclose personal information to others;
- how we manage and secure personal information;
- how you can access and seek to correct personal information that we hold about you.

From time to time, we may review and update this policy. You can check this policy as posted on the website of St. Kevin's College (the "School") to read about any changes, modifications, or revisions to this policy.

### **1. What types of personal information do we collect?**

The Foundation aims only to collect personal information that is reasonably necessary to carry out its activities.

Personal information collected by the Foundation includes:

- information about the Foundation donors, such as their names, signatures, work and/or home addresses, phone numbers, email addresses, dates of birth, bank account details, organisations, job titles and other related information;
- details of other people who come into contact with the Foundation;
- any information voluntarily provided to the Foundation

### **2. How do we collect your personal information?**

We usually collect personal information directly from you. For example, when you send us correspondence via e-mail or in writing, deal with us over the telephone or in person or through website links.

Occasionally, the Foundation may obtain or be provided with personal information about you from a third party, with or without your involvement (e.g. from the School). Information obtained in this way will generally only be used or stored if appropriate to do so and is related to the Foundation's activities.

### **3. How do we use your personal information?**

The Foundation will use personal information it collects for the primary purpose for which it was obtained. The purposes for which the Foundation uses personal information include:

- to promote and advance the Foundation's charitable goals;
- process donations and provide tax deductible receipts;
- communicate including by sending members information about the Foundation's activities through correspondence, annual reports, newsletters or other collateral;
- conduct its day-to-day administration;
- to communicate and co-ordinate with any organisations that assist the Foundation's fundraising or whose own activities the Foundation is supporting;
- to allow the Foundation to discharge its legal obligations, for example to record whether you have requested not to receive further communication from us.

The Foundation may use personal information for secondary purposes that are related to the primary purpose and may be reasonably expected, or for which consent has been given. If we collect your personal information for any other purpose, we will generally let you know that purpose at the time we collect the information.

Your personal information will not be added to a mailing list, transferred offshore, or used for any purpose unrelated to the Foundation's activities without your consent.

#### **4. When will we disclose your personal information to others?**

The Foundation aims to confine its disclosure of personal information to the primary purpose for which it has been collected. This means that the Foundation will only disclose personal information in connection with its charitable and administrative functions, including when disclosure is necessary to process your donation, send you information or respond to your request.

Personal information obtained by the Foundation may be disclosed to third parties who assist the Foundation in conducting its activities including to:

- employees of the School in the IT, administrative or finance departments;
- senior staff of the School;
- persons providing services to the Foundation, including third party service providers or contractors which organise events and distribute communications on behalf of the Foundation;
- anyone you authorise the Foundation to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

The Foundation stores personal information on servers situated in Australia.

#### **5. How we manage and secure personal information**

At all times, the Foundation respects the confidentiality of all personal information and the privacy of individuals. Relevant staff members of the School as described above have been instructed that any personal information must be dealt with in accordance with this policy.

To the extent personal information is handled by staff members of the School, security systems are in place to protect your personal information from misuse, loss, unauthorised access, modification, or disclosure.

If the Foundation receives personal information about you which it did not request and which it does not reasonably require, the Foundation may destroy or de-identify this information where appropriate.

If you have any enquiries or complaints about this policy, wish to update your details, or if you believe that there has been unauthorised use or disclosure of your personal information, please let us know by contacting us via the email address below.

[foundation@associations.stkevins.vic.edu.au](mailto:foundation@associations.stkevins.vic.edu.au)