



# PRIVACY INFORMATION COLLECTION NOTICE – ALUMNI

This notice is to make you aware of the collection and handling practices of Cranbrook School and the Old Cranbrookians' Association Inc. in relation to personal information.

## Collection, Use and Disclosure of Personal Information

Cranbrook School and the Old Cranbrookians' Association Inc. may collect personal information, including sensitive 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 and the activities of the School, for the School and the Association to stay in touch with former students and keep them informed about other former students, and to foster the networks that are advantageous to both former students and the School.

On occasion, the Association may publish details about you in the Old Cranbrookians' Magazine, in monthly newsletters, on the Association's website and the Association's social media accounts. If you do not wish your information to be used in this manner, please advise the Association.

From time to time, the School and the Association engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in these fundraising activities such as the Cranbrook Foundation or external fundraising organisations solely for that purpose. Your personal information will not be disclosed to third parties for their own marketing purposes without your consent. If you do not wish your information to be used in this manner, please advise the Association.

The School and the Association may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The School conducts monitoring and surveillance activities. This includes monitoring emails and internet usage and the use of CCTV security cameras on School premises.

If you provide the School or the Association with personal information of others, you are encouraged to inform them that you are disclosing that information, that they can access that information if they wish and that the School and the Association do not usually disclose this information to third parties.

If the Association does not obtain the information it requests from you, it may not be able to maintain your membership.

## Accessing Your Information

The Privacy Policy outlines how you may seek access to personal information collected about you, and request correction to that information if required. Please note there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

## Complaints, Commitment and Further Information

The Privacy Policy sets out how you may complain about a privacy related matter and how such a complaint will be dealt with.

The School, its staff and the Association respect the confidentiality of your personal information and the privacy of individuals. School policies reiterate the need for confidentiality and care in the management of personal information and sanctions exist for breach of these policies. The School has in place procedures to protect personal information it holds from misuse, interference, loss, and unauthorised access, modification or disclosure.

For further details regarding Cranbrook School's commitment to privacy, please see the School's Privacy Policy available on the Cranbrook School website.

### The School can be contacted at

5 Victoria Road, Bellevue Hill NSW 2023  
Telephone: +61 2 9327 9000  
Email: [privacy@cranbrook.nsw.edu.au](mailto:privacy@cranbrook.nsw.edu.au)

### The Old Cranbrookians' Association can be contacted at

5 Victoria Road, Bellevue Hill NSW 2023  
Telephone: +61 2 9327 9418  
Email: [alumni@cranbrook.nsw.edu.au](mailto:alumni@cranbrook.nsw.edu.au)