



## Privacy and Records Policy

2024

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## 1. Introduction

The privacy and records policy of Jasper Road Public School P&C Association (hereinafter referred to as "the Association") outlines the guidelines and procedures regarding the collection, use, storage, and disclosure of personal information and records held by the Association. This policy ensures compliance with the Australian Privacy Principles (APPs) outlined in the Privacy Act 1988 and the Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act).

## 2. Scope

This policy applies to all individuals associated with Jasper Road Public School P&C Association, including but not limited to members, volunteers, employees, contractors, and third-party service providers. It governs the handling of personal information and records collected, used, stored, or disclosed during the Association's activities.

## 3. Definitions

a. **Personal Information:** Any information or opinion that identifies an individual or can reasonably identify an individual, as defined under the Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act).

B. **Records:** Any document, data, or information in any format (including electronic, paper, audio, or visual) created, received, maintained, or used by the Association in its activities, as defined under the PPIP Act.

## 4. Collection and Use of Personal Information

**4.1. Purpose:** The Association collects personal information for the primary purpose of managing and conducting its activities and supporting Jasper Road Public School. Personal information will only be used for the purposes it was collected, or for a secondary purpose that the individual would reasonably expect or consent to.

**4.2. Consent:** The Association will obtain individuals' consent before collecting their personal information, except where authorized or required by law. Consent may be expressed or implied, and individuals have the right to withdraw their consent at any time.

**4.3. Collection Methods:** The Association will collect personal information through lawful and fair means, such as (but not restricted to) membership applications, event registrations, volunteer

registrations, meeting registrations, surveys, event sales, online sales, or communication with members. It will only collect information that is relevant, necessary, and directly related to its activities.

**4.4. Data Quality:** The Association will take reasonable steps to ensure that personal information collected is accurate, complete, and up to date. Individuals are responsible for promptly notifying the Association of any changes or inaccuracies in their personal information.

## **5. Storage and Security of Personal Information**

**5.1. Storage:** The Association will store personal information securely to prevent unauthorized access, use, disclosure, loss, or modification. Information may be stored in physical or electronic form, including databases, secure servers, or cloud services, which comply with applicable privacy and security standards.

**5.2. Data Retention:** The Association will retain personal information only for as long as necessary to fulfill the purpose for which it was collected or as required by law. When no longer needed, personal information will be securely destroyed or de-identified.

**5.3. Security Measures:** The Association will implement appropriate technical, administrative, and physical security measures to protect personal information. This includes (but is not limited to) access controls, encryption, firewalls, regular data backups, staff training, and confidentiality agreements.

## **6. Disclosure of Personal Information**

**6.1. Third Parties:** The Association may disclose personal information to third parties, such as government agencies, service providers, contractors, or other organizations, only when necessary to fulfill the purposes for which the information was collected, as permitted by the PPIP Act or Privacy Act, or as required by law. The Association will take reasonable steps to ensure that these third parties handle personal information in compliance with privacy laws.

## **7. Access, Correction, and Complaints**

**7.1. Access Requests:** Individuals have the right to request access to their personal information held by the Association, as provided under the PPIP Act. The Association will promptly respond to access requests in accordance with the timelines and processes prescribed by the PPIP Act.

**7.2. Correction Requests:** If an individual believes that their personal information held by the Association is inaccurate, incomplete, or outdated, they may request its correction. The Association will consider and respond to such requests in accordance with the PPIP Act.

**7.3. Complaints:** Individuals who have concerns about the Association's handling of their personal information may lodge a complaint in writing. The Association will investigate all complaints in accordance with the PPIP Act and take appropriate measures to address any privacy breaches.

## **8. Compliance**

The Association will regularly review and update its privacy practices to ensure ongoing compliance with the PPIP Act, Privacy Act, and any other relevant privacy laws and regulations in NSW.

## **9. Policy Review**

**9.1. Regular Review:** The Association will regularly review and update this privacy and records policy to ensure its continued relevance, accuracy, and compliance with the applicable privacy laws and regulations in NSW. Reviews should be conducted every 3 years or sooner if required

**9.2. Notification of Changes:** Any updates or changes to this policy will be communicated to all individuals associated with the Association through appropriate means, such as email notifications, website announcements, or other suitable methods.

## **10. Contact Information**

**10.1. Privacy Contact:** The Secretary of the Jasper Road Public School P&C Association will fulfill the role of the privacy contact responsible for overseeing privacy-related matters and addressing inquiries, concerns, access requests, correction requests, and complaints regarding personal information handling.

**10.2. Contact Details:** Individuals can contact the Privacy Contact using the following details:

- Position: Secretary

- Email: [info@jasperroadpandc.org](mailto:info@jasperroadpandc.org)

- Address:

JRPS P&C Association

C/O Jasper Road Public School

1-5 Jasper Road

Baulkham Hills NSW 2153

## **11. Compliance with NSW Privacy Laws**

**11.1. NSW Privacy Laws:** This privacy and records policy is designed to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act) and other relevant privacy laws and regulations in NSW.

**11.2. Lawful Obligations:** The Association is committed to fulfilling its lawful obligations regarding the collection, use, storage, and disclosure of personal information in accordance with NSW privacy laws.

**11.3. Cooperation with Regulatory Authorities:** The Association will cooperate with regulatory authorities, such as the Office of the Information and Privacy Commissioner, in the event of any privacy-related investigations or audits.

## **12. Implementation**

**12.1. Effective Date:** This privacy and records policy will become effective as of the close of the general JRPS P&C Association meeting at which it is approved.

**12.2. Distribution:** The policy will be made available to all individuals associated with the Association, including members, employees, volunteers, contractors, and third-party service providers, through appropriate channels, such as the Association's website, newsletters, or other communication methods.

By adhering to this privacy and records policy, the Jasper Road Public School P&C Association demonstrates its commitment to safeguarding personal information, respecting privacy rights, and complying with applicable privacy laws and regulations in NSW. The currently elected Secretary will fulfill the role of privacy contact, ensuring that privacy-related matters are appropriately addressed within the Association. In the absence of an elected Secretary, the P&C President will fulfil these duties.

As adopted by the *Jasper Road Public School P&C Association* General Meeting, Monday 21 October 2024.

Signed President: Sarah Bramley

Witnessed Secretary: Davina Harris