



Mount Waverley Secondary College ALUMNI PRIVACY STATEMENT

September 2017

The following information is important because it explains how Mount Waverley Secondary College is going to collect and use your personal alumni information. We will only collect your information if you are aged 18 or over.

Mount Waverley Secondary College is committed to ensuring that alumni information is secure. The college has put technical and organisational measures in place to safeguard and secure the information that we collect.

Individual alumni data will only be accessed by college staff and volunteers selected by the College Principal and by the *Ourschool* manager at Mount Waverley Secondary College.

Ourschool is the not-for-profit service, delivered by the Victorian Association of State Secondary Principals (VASSP), which is helping the college build and mobilise our alumni community.

For the purposes of research and evaluation we will anonymise personal alumni data so that we can create and distribute statistics to the College Council, *Ourschool* and the funders of the *Ourschool* service, including Victoria's Department of Education and Training. When we do this, we will take the utmost care to ensure that you cannot be identified through these statistics.

This privacy statement embraces the [Australian Privacy Principles](#) under the Privacy Act.

How we obtain your information

Mount Waverley Secondary College will collect your personal information in several ways:

- by collecting the data provided by you on your completed Alumni Sign-up form
- by receiving updates from you
- by accessing social networking profiles and other publicly available information to ensure that our alumni records are up to date

Use of personal information

Mount Waverley Secondary College will use your information to enable occasional contact with you so that you can stay in touch with the college and our alumni community. This may include, but is not limited to, inviting you to give a careers or study talk to current students, inviting you to an alumni event or letting you know about a school project you may be interested in supporting.

We will also use your personal information:

- to send requests to you for updated contact details, so we can stay in touch with you
- to send you information about alumni involvement at the college

By providing us with your personal information and by giving your consent on the sign-up form, you consent to the college using and disclosing your personal information as set out above.

If you do not wish to receive further communications from the college, or you no longer wish to have your alumni details registered with us, please contact the College Alumni Coordinator to request your personal information be removed from alumni files.