

## **PRIVACY POLICY**

The Melbourne Girls' College Alumni Association has created this privacy statement in order to demonstrate our commitment to protect the privacy of our alumni.

### **Collection**

Some features of our website require you to give us personal information (such as name, email address and occupation). We use this information to provide you with information about Alumni Association activities and to inform you of school-related activities.

### **Use and disclosure**

When an alumni subscribes to an email list or provides an email address for other purposes, their email address is recorded. That address may be used for sending out school correspondence such as newsletters and magazines. You may opt out of receiving future mailings. See the correction/opt-out section below.

The Alumni Association may use your personal information to organise school activities or assist the school in contacting you. In addition, the information may be used in order to provide you with school fundraising or marketing publications. The Alumni Association will not disclose your personal information to third parties unless we obtain your prior consent.

### **Correction / Opt-out**

At all times the Alumni Association aims to ensure that information provided by alumni is kept up to date, secure and in the strictest confidence. If you know that details have changed, please let us know. Should you wish to update your information, please contact the school.

To remove your information from our database, eliminate future communications including if you no longer wish to receive further marketing material or to update information previously provided you can send an email to [alumni.board@mgc.vic.edu.au](mailto:alumni.board@mgc.vic.edu.au).

### **Security**

The Alumni Association takes steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure and against other misuse. These steps include password protection for electronic files, user profile restrictions, securing paper files in locked cabinets and physical access restrictions.

When no longer required, personal information is destroyed in a secure manner or deleted.

### **How to contact us**

You can obtain further information in relation to this privacy statement by contacting us:

Telephone: (03) 9428 8955