



77 PENINSULIA

GRAND HOTEL

ST. LOUIS, MO.



information by email, letters, notes, over the telephone, in face-to-face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring.

We may also collect personal information from other people or independent sources, however we will only do so where it is not reasonable and practical to collect the information from you directly. Examples of when the School may obtain personal information from third parties could include:

- A report provided by a medical professional;
- A reference from another school;
- Checking security you are offering through public registers;
- At your request, through associated professional advisers;
- From debt tracing services.

Where the School obtains information from a third party the School will take reasonable steps to notify you of the collection of that information.

Sometimes we may be provided with your personal information without having sought it through our information we will only hold, use and/or disclose that information if we could otherwise do so had we collected it by normal means. If that unsolicited information could not have been collected by normal means then we will destroy, permanently delete or de-identify the information as appropriate.

How do we use Personal Information?

We only use personal information that is reasonable and necessary for one or more of our functions or activities (the primary purpose) or for a related secondary purpose that would be reasonably expected by you, or to which you have consented.

Our primary uses of personal information include but are not limited to:

- Providing education, pastoral care, extra-curricular and health services;
- Satisfying our legal obligations including our duty of care and child protection obligations;
- Keeping parents informed as to School community matters through correspondence, newsletters and publications;
- Marketing, promotional and fundraising activities;
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THE PENINSULA SCHOOL LIMITED
KUALA LUMPUR

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When do we disclose Personal Information?

Sharing of information will only be undertaken in accordance with the requirements and procedures set out in the FVISS Ministerial Guidelines issued by the Victorian Government.

How does this Policy relate to the disclosure of Personal Information to Overseas Recipients?

We may disclose personal information about an individual to overseas recipients in certain circumstances.

Writing: Privacy Officer:

Peninsula Grammar

20 Wooralla Drive Mount Eliza VIC 3930

We will respond to any complaint as soon as practicable. We may seek further information from you in order to provide a full and complete response.

Your complaint may also be taken to the Office of the Australian Information Commissioner.

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

What happens if there are changes to our Privacy and Information Handling Practices?

The Privacy Policy is subject to change at any time to take account of new laws, change V WR WKH 6FKRRO RSHUDWLRQ DQG SUDFWLFHV WR HQVXUH LW DFFXUDWHO\ UHSUHVHQ our Privacy Policy on our website regularly for any changes at:

<https://www.peninsulagrammar.vic.edu.au/current-students/important-information/>

Review

This policy is to be reviewed, approved and endorsed annually.

Last review July 2022.

Review is to be undertaken prior to July 2023