







keeping parents informed as to school community matters through correspondence, newsletters and magazine;  
marketing, promotional and fundraising activities;  
supporting community based causes and activities, charities and other causes in connection with the Sch  
helping us to improve our day-to-day operations including training our employees;  
systems development; developing new programs and services; undertaking planning, research and statistical analysis;  
school administration including for insurance purposes;  
the employment of employees; and  
the engagement of volunteers.

- 4.3. We will only use or disclose sensitive or health information for a secondary purpose if you would reasonably expect us to use or disclose the information and if the secondary purpose is directly related to the primary purpose, or if, required to by law. For example in the case of a medical emergency or a health crisis.
- 4.4. We may share personal information to related bodies, but only if necessary for us to provide our services.
- 4.5. Alphington Grammar School may disclose information about an individual to overseas recipients only when it is necessary, for example to facilitate a student exchange.



ensuring employees comply with internal policies and procedures when handling the information;  
undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the APPs or a similar privacy regime; and  
the destruction, deletion or de-identification of personal information we hold that is no longer needed, or required to be retained by any other laws.

- 5.4. Our public website may contain links to other third-party websites outside of Alphington Grammar School. Alphington Grammar School is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy policies.

**6. Responding to Data Breaches:**

- 6.1. Alphington Grammar School will take appropriate, prompt action if we have



