

Sydney Grammar School St Ives Preparatory Parents' Association



General Privacy Statement

PA General Privacy Statement

The Parents' Association (PA) may collect personal information where reasonably required to administer PA activities, events, fundraising, merchandise, volunteer activities and other services provided to the School community. This may include names, contact details, event registrations, volunteer information, transaction information and other information provided to the PA for a particular activity.

Personal information will only be used for the purpose for which it was collected, or for a reasonably related PA purpose. Personal information must not be used for personal, commercial or unrelated purposes.

Personal information should be maintained in PA-approved systems and platforms where practicable, with access limited to those who require it for an authorised PA purpose. Reasonable care should be taken to protect personal information from unauthorised access, use or disclosure. Information should not be retained for longer than reasonably required for the purpose for which it was collected, subject to any applicable financial, record-keeping or other requirements.

Where the PA uses third-party platforms to administer payments, ticketing, sales, volunteer registrations or other PA activities, personal information may also be collected and processed by those providers in accordance with their own privacy practices. The PA will only disclose personal information to the School or other third parties where reasonably required for the purpose for which it was collected, a reasonably related PA purpose, or where otherwise required or authorised.

Questions or concerns regarding the collection, use, storage or handling of personal information by the PA may be directed to the PA Executive Committee.

This Privacy Statement should be read together with the PA Constitution, PA Code of Conduct and PA Policies and Procedures. PA role holders and volunteers must handle personal information in accordance with those requirements.

Square Privacy Notice

Card payments are processed using Square. Information associated with your transaction may be collected and processed by Square and made available to the PA for the administration of the transaction.

The PA uses information obtained through Square only for authorised PA purposes, including processing payments, maintaining transaction records, administering refunds and supporting PA fundraising and activities. The PA does not use personal information obtained through Square for marketing without consent.