

ACT COUNCIL OF P&C ASSOCIATIONS

PRIVACY POLICY

Compliance with the Privacy Act 1988 and 2000

The ACT Council of P&C Associations Privacy Policy as stated below, is to abide by the requirements of the federal Privacy Act. If there is any conflict between this policy and the Act or any omission from this policy, then the requirements of the Act will take precedence over this policy.

Personal Information

1. From time to time and as required by the ACT Council of P&C association's (herein referred to as the Council) constitution and By laws, it will be necessary for the Council to have access to personal information of individuals such as staff, Council delegates and Executive members. Such information may include contact details including telephone numbers, home and work addresses, email addresses etc.
2. Council may also obtain other personal information on parents and students during the course of Council's work on preparing submissions, lobbying government, researching policies etc.

Protection of Personal and Confidential Information

1. All personal information will be treated by Council and its staff as CONFIDENTIAL. It will be secured and retained in the Council's office.
2. The staff and officers of the ACT Council of P&C Associations will not release such personal or confidential information to anyone without the consent of the individual concerned, or as provided under the Privacy Act to appropriate government agencies.
3. Individuals who are officers of the Council, by virtue of that office, may approve Council staff to use and release their personal contact details to appropriate enquirers, in official Council publications and/or in appropriate statutory forms/returns.