

## **P&C Privacy Statement**

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**Protecting personal information is essential – refer to P&C Privacy Statement below**

### **INSTRUCTIONS FOR SENDING EMAILS**

**TO:** Use for **small groups** such as individuals or committee groups etc where you need to let everyone know who is on the email.

**BCC:** Use for all **large groups** such as emails to members, class lists, volunteers, events etc.

**SUBJECT:** clearly state the contents of the email, e.g. INVITATION: P&C General Meeting.

**SALUTATION:** Identify who is on the list, e.g. To all Exec and Sub-committee members.

Additionally,

Volunteers: Sign up can send a group message direct to the inbox of individual volunteers

Event attendees: Trybooking can send a group message direct to the inbox of individual attendees

Meetings: Zoom can send a group message direct to the inbox of individual attendees.

### **INSTRUCTIONS FOR POSTING ON SOCIAL MEDIA AND NETWORKING APPLICATIONS**

The use of social media is becoming widely used throughout the school community. All contact information is to remain within the closed group and is **not to be shared** with others outside of the group without prior consent.

Due to privacy issues surrounding the “Permission to Publish” declaration forms, do not share information that can identify students such as photographs or their name or class on any public platform without prior parental consent.

### **EMAIL TO SCHOOL COMMUNITY**

Appears on page 2.

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## **P&C PRIVACY STATEMENT**

The Manly West P&C Association respects the privacy of its members, the school community, and the information you provide to the school and to your child’s teacher and class parent. Your personal information is protected under the Privacy Legislation, and it will always be respected.

As social media and networking apps are being used more widely amongst the school community, it is essential that personal information is protected at all times.

Parent contact information may be used appropriately and by authorised persons (for example the school, teachers, nominated class parents and officers of the P&C Association) for school and classroom communication, P&C activities and to promote social engagement. Parent information must not however, be used to promote individual causes, businesses, or personal agendas.

Due to privacy issues surrounding the “Permission to Publish” declaration forms, we ask that you do not share information that can identify students such as photographs or their name or class on any public platform without prior parental consent.

## **Email to school community**

### **PRIVACY – How your personal information is used**

Dear Parents and Carers,

We care about your privacy and the information you provide to the school and to your child's teacher and class parent. Your personal information is protected under the Privacy Legislation and it will always be respected.

As social media and networking apps are being used more widely amongst the school community, we would like to remind everyone of how your personal contact information is used.

Parent contact information may be used appropriately and by authorised persons (for example the school, teachers, nominated class parents and officers of the P&C Association) for school and classroom communication, P&C activities and to promote social engagement. Parent information must not however, be used to promote individual causes, businesses, or personal agendas.

Due to privacy issues surrounding the "Permission to Publish" declaration forms, we ask that you do not share information that can identify students such as photographs or their name or class on any public platform without prior parental consent.

We thank you for your support on this issue. Should you require any further information regarding how your personal information is used, please contact xxxxxx

Regards,

Manly West P&C