

Personal Information Collection Notice

The Canberra Grammar School Foundation (CGS Foundation) collects personal information, including sensitive information, about CGS Foundation donors and the Canberra Grammar School community.

Information is collected in accordance with the following conditions.

- In addition to obtaining personal information directly from an individual, the CGS Foundation may also obtain personal information from its related body, Canberra Grammar School, where this information is necessary and relevant to the CGS Foundation performing its primary functions.
- In relation to personal information of individuals in the CGS Foundation and Canberra Grammar School communities, the Foundation's primary purpose of collection is to enable it to undertake engagement and fundraising activities for CGS Foundation projects only.
- The information collected when making a donation to the CGS Foundation is necessary in order to appropriately receipt, record and manage this donation.
- The CGS Foundation may divulge personal information to its related body, the Canberra Grammar School, where it is necessary and reasonable to do so.
- From time to time, the CGS Foundation may also disclose personal information to a third party or contractor in order to undertake its primary functions. For example, personal details may be provided to a mailing house in order to complete a large-scale mailing. In these cases, the CGS Foundation will take all steps to ensure details are used only for the express purpose of fulfilling the CGS Foundation, and are not stored or used in any other way by the third party.
- The CGS Foundation will give individuals and donors the option to remain anonymous or use a pseudonym for recognition purposes in their dealings with the CGS Foundation.
- Individuals may contact the CGS Foundation in writing to seek access to personal information about them.
- Individuals may contact the Canberra Grammar School Head to complain about an alleged breach of privacy and discuss how the CGS Foundation will deal with such a complaint.

CGS FOUNDATION
T +61 (2) 6260 9665
E foundation@canberragrammar.org.au
www.cgsfoundation.org.au | www.cgs.act.edu.au
40 Monaro Crescent, Red Hill ACT 2603