

Privacy Policy

Queensland Girls Primary Independent Schools Andrews Cup Association

Incorporated: ABN 84 191 071 680

("the Association", "we", "our", "us")

1. Purpose

This Privacy Policy outlines how the Association manages personal information. It explains how we collect, use, store, disclose, and protect personal and sensitive information relating to students, parents/guardians, staff, volunteers, and other stakeholders.

The Association is committed to protecting privacy and handling information in accordance with applicable legislation and best practice.

This policy operates in conjunction with the privacy, child safety, and record management policies of member schools.

2. Scope

This policy applies to:

- Personal and sensitive information collected or held by the Association
- Information shared between member schools for Association purposes
- All staff, volunteers, contractors, officials, and participants involved in Association activities

3. Compliance with Legislation

The Association manages personal information in accordance with:

- Privacy Act 1988
- Australian Privacy Principles (APPs)
- Child Protection Act 1999
- Working with Children (Risk Management and Screening) Act 2000

Where relevant, we also align with good practice principles reflected in the Information Privacy Act 2009.

4. Collection of Personal and Sensitive Information

The Association may collect the following information where reasonably necessary:

- Student details (name, date of birth, school, year level)
- Parent/guardian contact information
- Health and medical information (e.g. allergies, conditions, support needs)
- Participation and performance data
- Incident and behavioural records
- Employment and volunteer information
- Communication records
- Photographs and video (subject to school-held consent)

Information is typically collected through:

- Member schools
- Event registrations and nomination processes
- Incident and risk management documentation
- Direct communication (email, phone, digital platforms)

Sensitive information is only collected where necessary and handled with appropriate care.

5. Use of Personal Information

We use personal information to:

- Plan and deliver Association sporting events
- Support student safety, wellbeing, and participation
- Communicate with member schools and stakeholders
- Manage incidents, risks, and safeguarding matters
- Administer operational and governance functions
- Meet legal and regulatory obligations

De-identified information may be used for reporting, planning, and improvement purposes.

6. Disclosure of Personal Information

Personal information may be disclosed:

- To member schools for legitimate Association purposes
- To authorised service providers (e.g. medical personnel, insurers)
- Where required or authorised by law
- In emergency situations to protect health and safety

The Association does **not** disclose personal information for marketing purposes.

7. Media, Images and Identification

The Association adopts a **school-based consent model** for media and images:

- Consent for photography, video, and publication is obtained and managed by **member schools**
- The Association relies on schools to confirm that appropriate consent is in place
- Identification of students (including naming or tagging) remains the responsibility of the **Association of Schools**

The Association will apply a **child-safe approach to media use**, including:

- Avoiding unnecessary identification of students
- Using images respectfully and appropriately
- Ensuring content aligns with safeguarding expectations

8. Data Storage and Security

Information is securely stored in electronic and physical formats.

Security measures include:

- Role-based access controls
- Password protection and multi-factor authentication
- Secure digital platforms (e.g. controlled cloud storage)
- Confidentiality obligations for personnel
- Regular review of access permissions

We take reasonable steps to protect information from misuse, loss, unauthorised access, modification, or disclosure.

9. Child Protection Records

The Association aligns with member schools in managing child protection information:

- Formal child protection records are managed and stored in accordance with **member school policies and procedures**
- The Association may retain a **confidential monitoring record (monitor file)** of concerns, incidents, or emerging patterns to support oversight and risk management
- Any such records are handled with strict confidentiality and limited access

10. Data Retention

Personal information is retained only as long as necessary to fulfil its purpose or meet legal obligations.

As a general guide:

- Operational records are retained for a minimum of 7 years
- Safeguarding-related information may be retained longer where required for risk management or legal compliance

Information is securely destroyed or de-identified when no longer required.

11. Access and Correction

Individuals (or parents/guardians) may request access to or correction of personal information.

Requests can be made via:

Email: EO@andrewscup.com.au

We will:

- Acknowledge requests within 14 days
- Respond within a reasonable timeframe (generally within 30 days)

12. Website and Online Services

- Our website may collect limited usage data (e.g. IP address, browsing activity) for analytics and improvement
- We are not responsible for the privacy practices of external websites linked from our site

13. Complaints

Privacy concerns or complaints can be directed to:

Executive Officer

Email: EO@andrewscup.com.au

We will:

- Acknowledge complaints within 14 days
- Aim to resolve matters within 30–90 days

If unresolved, complaints may be escalated to the:

Office of the Australian Information Commissioner (OAIC)



14. Data Breaches

In the event of a data breach, the Association will act in accordance with the **Notifiable Data Breaches Scheme** under the Privacy Act 1988.

Where required, we will:

- Notify affected individuals
- Notify the Office of the Australian Information Commissioner

15. Updates to This Policy

This policy will be reviewed annually or when legislative or operational changes occur.

The current version will be published on the Association website.

Policy Created	May 2026
Next Update	May 2027