

McDowall State School P&C Association

Email Policy

1. Objective

The McDowall State School P&C Association will collect email addresses for parents and guardians of the school children for the purpose of communications between parents and the school and the P&C. This will ensure that parents and guardians are kept informed effectively while at the same time better utilising resources such as the costs of printing and postage for the school. By providing information to the P&C Association, parents and guardians consent to the use of the information by the P&C Association in accordance with the policies established by the P&C Association. Email addresses for parents and guardians will be collected via an subscription form on the P&C Association's website, parents and guardians must opt-in to the email service and may unsubscribe at any time.

2. Access to database

The P&C Association will only authorise access to the email addresses for the purposes of the P&C Association and the school. P&C Association members undertake not to abuse or allow abuse of the email addresses for spam or commercial use in breach of parents or guardians privacy. The database will only include information of the parents/guardian's name and email address.

3. Maintenance of the database

P&C Association members who have opted into the email database may unsubscribe themselves at any time by following a link on the P&C News Association website or in the P&C Association News emails received previously.

4. Use of the database

The P&C Association may use the email addresses to communicate with parents and guardians in matters concerning the school including the following:

- a. P&C Association news and events (including fund raising)
- b. School notices and information

5. Email Policy review

The P&C Association will review this email policy as and when necessary to ensure effective communications and use of resources.

4th October 2016