Email Policy

1. Objective

The NSGHS P&C Association in conjunction with the school 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, parents and guardians consent to the use of the information by the P&C in accordance with the policies established by the P&C.

2. Access to database

The P&C in conjunction with the school will only authorise access to the email addresses for the purposes of the P&C and the school. P&C 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 have information of the child’s name, grade/class, parents’ names, parents’ email address and a parent telephone contact.

In receiving access to the P&C database, you agree that you have read and will abide by the NSGHS Privacy Policy.

3. Maintenance of the database

The P&C will update the database once a month or on an ad hoc basis as decided by the P&C executive to reflect any changes in email addresses as provided by parents or guardians of the children.

Parents and guardians may elect to leave the P&C database by giving two weeks notice in writing to the P&C.

4. Use of the database

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

a. School newsletters

b. School notices and information

c. School social or committee functions or events (including fund raising)

5. Email Policy review

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

NSGHS P&C Association Executive