



# THE HUTCHINS FOUNDATION

ABN 32 009 508 936



Your name

Your address

  

## I would like to support The Hutchins Foundation

Name for receipt

In particular I would like to support the

- Building Fund     Fund for Scholarships and Bursaries     Fund for Library Resources

## Payment details of my tax deductible gift

This is a **single gift** or

I would like to join regular giving and make this a **monthly gift**

(you can opt out at any time by contacting the Advancement Office on 03 6221 4239)

**Amount** \$  or  \$25     \$50     \$100     \$500     \$2,500     \$5,000

Mastercard     Visa     AMEX     Cheque (made payable to The Hutchins Foundation)

Card number

  
 Exp 

Signature

Name on card

I/we wish to give anonymously (otherwise donors' names, not the amounts they give, will be listed alphabetically in the honour roll of donors published online and in the December issue of Magenta & Black)

Payments can also be made online at [www.hutchins.tas.edu.au/foundation](http://www.hutchins.tas.edu.au/foundation)

**Thank you for your support**

## Collection statement

The School is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*, as amended ('the Act').

From time to time the School, may use your personal information for marketing of the School or during fundraising activities. Your personal information may be disclosed to an internal organisation, such as The Hutchins Foundation, that assists with these tasks. In particular, school publications may be used for marketing purposes and may be provided to parents, staff, employees, independent contractors and other members of the Tasmanian and international educational community. The School will not disclose your personal information to any external third party without your consent.

The School respects an individual's right to 'opt out'.

## Management and security of personal information

The School takes active steps to prevent personal information held by it from being misused, lost, modified or accessed other than with appropriate authority, or disclosed, by use of the following methods:

- Use of secure storage for both paper and computer records. Paper records relating to students are kept in locked rooms and/or filing cabinets.
- Computer records are stored on a dedicated server. This server is isolated from student networks so as to minimise opportunities for unauthorised access.
- Files are kept in a secure room
- Annual shredding of documents

## Access to personal information

Under the Act, the School is generally obliged to provide an individual with access to any personal information that the School holds about them.

The process for accessing personal information is as follows:

- A written request should be submitted to the Headmaster
- The School will respond to such requests in a reasonable time
- If reasonable to do so, the School will provide the individual access to the information

If access is denied, the School will provide reasons in writing and how the individual may dispute the decision.

Further information regarding information collection and privacy can be found at [www.hutchins.tas.edu.au/privacy](http://www.hutchins.tas.edu.au/privacy) or by contacting the Advancement Office on 03 6221 4239.

