

Website Collection Notice

AFTRS collects, uses and otherwise deals with personal information according to the *Privacy Act 1988*.

The purpose of this notice is to tell you:

- what information we may collect about you when you visit our website;
- how we may use that information;
- if the information is disclosed to anyone;
- what choices you have about how we use the information; and
- your ability to access and correct your information.

This notice should be read with AFTRS' *Privacy Policy*. AFTRS' staff, students, contractors, volunteers and other authorised users of AFTRS' ICT resources are also required to comply with AFTRS' *Information & Communications Technology (ICT) User Policy*.

Information collection and use

Automated collection of information

When you browse or interact with this web site, our internet service provider automatically makes a record of your visit and logs the following information for statistical purposes:

- your server address
- the date and time of your visit to the site
- the pages accessed and the documents downloaded
- sometimes, the previous site visited and the type of browser used

In addition, software for tracing visitor statistics uses cookies (a small piece of data sent to your browser from our web server and stored on your hard drive) to track user paths through the site, frequency of visits, and details of user operating systems. Where Google Analytics is used, information will be transmitted to Google. You may refuse cookies by selecting the appropriate settings on your browser. In relation to Google Analytics you can opt out of the collection of this information using the Google Analytics Opt-out Browser Add-on. However, you may not then be able to use AFTRS' website.

The anonymous information is used as collective statistics on how people use our site, and to facilitate website and system administration. These statistics help us plan effective online services. We may publish or make the collective (de-identified) statistics available to other people or organisations, but the data collected is generally only accessible by authorised AFTRS' staff.

No attempt will be made to identify users or their browsing activities through the automated collection of information except where AFTRS is required to do so by law. In that case, AFTRS will comply with applicable provisions of the *Privacy Act 1988* (**Privacy Act**).

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Other Personal Information

We will only record personal information, such as your name, email address, phone number and postal address, if you send it to us. We may ask you about your interests and preferences, but it is up to you whether or not you respond.

This information will only be used for the purpose for which you have provided it and that is related to AFTRS' functions and activities. For example, your details will not be added to a mailing list unless you have subscribed to that list. We will not use your personal details for any other purpose without your consent, unless required or authorised by applicable law.

Sometimes, AFTRS' staff and students and other authorised users, use their user name and password to access a restricted access site. In that circumstance, this information is used to verify a user's identity. Those individuals are responsible for safeguarding their user names and passwords.

Credit card details collected electronically on this website are encrypted for transmission using secure server technology, and are only accessible to AFTRS' staff authorised to complete the transaction and are not retained in full.

AFTRS uses social networking services such as Twitter, Facebook and YouTube to communicate about AFTRS activities and its students' work. When a person communicates with AFTRS using these services AFTRS may collect their personal information, but will only use it to help AFTRS communicate with the person and the public. The social networking services will also handle personal information for their own purposes. These sites have their own privacy policies.

Interacting online with AFTRS

When interacting online, whether on the AFTRS site or elsewhere on the web, be cautious about what personal information you publish.

Anything posted on publicly accessible pages is available to any person connected to the Internet. You should only post information that you are happy to share with everyone.

AFTRS uses anti-virus software. Although we take all care, it is the responsibility of the recipient to ensure that all downloaded files are scanned for viruses before opening.

Links

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AFTRS does not control external websites that are linked to or from our website. You will need to view the external site's privacy statements or policies if you wish to understand how they will deal with your personal information.

Disclosure

There may be occasions where AFTRS is required to disclose your personal information to third parties or where AFTRS is authorised to disclose it. For example, AFTRS may be required to disclose personal information for a criminal investigation, or AFTRS may disclose your personal information to provide a service or product you have requested.

On no other occasions will we disclose your personal information to another person or organisation unless we have your consent. Under no circumstances will AFTRS sell or receive payment for licensing or disclosing your personal information.

Overseas disclosures

AFTRS is unlikely to disclose your personal information overseas. However, Google and social media proprietors may do so.

Storage and security

Personal information automatically collected through our website is stored mainly in internally managed ICT systems or in external systems managed by third parties providing ICT storage facilities for AFTRS. These third parties are subject to the terms of a service agreement.

AFTRS has security measures in place to protect personal information from loss, misuse or interference, or unauthorised access, modification or disclosure. For example, AFTRS employs firewalls for the protection of its ICT network.

Passwords and graded access rights as well as auditing logs are used to regulate access to some personal information.

Further details about AFTRS' storage and security of personal information are set out in AFTRS' *Privacy Policy*.

Access and Correction

If AFTRS holds your personal information, wherever possible we will give you access to that information.

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We will take reasonable steps to keep the information accurate, up to date and complete, and allow correction wherever possible.

Further details about your rights to access and correct your personal information are set out in AFTRS' *Privacy Policy*.

Complaints

You may send a complaint about an interference with your privacy to AFTRS at privacyofficer@aftrs.edu.au. You may also make a formal complaint to the Information Commissioner the according to the Privacy Act. For further details see AFTRS' *Privacy Policy*.

Changes to this notice

Any changes to this Website Collection Notice will be posted here.