

# Christian Community School Limited

## Privacy Statement

Christian Community School Limited (the School) is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the Christian Community School Limited Web site (the Site) and governs data collection and usage. By using the Site, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

The School collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. The School also collects anonymous demographic information, which is not unique to you, such as your Postcode, age, gender, preferences, interests and favourites.

There is also information about your computer hardware and software that is automatically collected by the School. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by the School for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through the School public message boards, this information may be collected and used by others.

The School encourages you to review the privacy statements of Web sites you choose to link to from the School so that you can understand how those Web sites collect, use and share your information. The School is not responsible for the privacy statements or other content on Web sites outside of the School.

### **Use of your Personal Information**

The School collects and uses your personal information to operate the Site and deliver the services you have requested. The School also uses your personally identifiable information to inform you of other products or services available from the School and its affiliates. The School may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

The School does not sell, rent or lease its customer lists to third parties. The School may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, the School may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to the School, and they are required to maintain the confidentiality of your information.

The School does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

The School keeps track of the Web sites and pages our customers visit within the School, in order to determine what the School services are the most popular. This data is used to deliver customised content and advertising within the School to customers whose behaviour indicates that they are interested in a particular subject area.

The Site will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the Site; (b) protect and defend the rights or property of the School; and, (c) act under exigent circumstances to protect the personal safety of users of the School, or the public.

### **Use of Cookies**

The Site use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize the School pages, or register with the School site or services, a cookie helps the School to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same the School Web site, the information you previously provided can be retrieved, so you can easily use the School features that you customised.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the School services or Web sites you visit.

### **Security of your Personal Information**

The School secures your personal information from unauthorised access, use or disclosure. The School secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

### **Changes to this Statement**

The School will occasionally update this Statement of Privacy to reflect company and customer feedback. The School encourages you to periodically review this Statement to be informed of how The School is protecting your information.

### **Contact Information**

The School welcomes your comments regarding this Statement of Privacy. If you believe that the School has not adhered to this Statement, please contact the School at [webmaster@cchs.nsw.edu.au](mailto:webmaster@cchs.nsw.edu.au). We will use commercially reasonable efforts to promptly determine and remedy the problem.