



Privacy Statement – ASLIA Website

Introduction

Personal information collected by ASLIA is treated as confidential and is protected by the Privacy Act 1988. Personal information is information relating to an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion provided.

This Privacy Statement explains, in general terms, how ASLIA protects the privacy of your personal information under the National Privacy Principles.

ASLIA recognises the importance of your privacy and is committed to protecting your personal information. Unless you give explicit consent for ASLIA to act otherwise, the following policies govern how ASLIA will use and safeguard your privacy.

This Privacy Statement may be amended from time-to-time and without notice due to changes in our Association, new technology or to comply with the law.

Site Visit Data

This site is operated by ASLIA without the use of an external service provider. When visiting this site, a record of your visit is logged. The following information is recorded for statistical purposes and is used by ASLIA to help improve the site. The following information is supplied by your browser:

- the user's server address (IP Address)
- the user's operating system (for example Windows, Mac etc)
- the user's top level domain name (for example .com, .gov, .au, .uk etc)
- the date and time of the visit to the site
- the pages accessed and the documents downloaded
- the previous site visited
- the type and version of browser used

No attempt will be made to identify users or their browsing activities except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the Internet Service Provider's logs, or where inappropriate activity has occurred on our site.

Collection of Personal Information

ASLIA collects personal information only from membership subscription. ASLIA only holds such personal information as is reasonable and necessary for us to deliver services to you and to assist us in the management, operation and development of our association & website.

You provide ASLIA with information directly when you:

- you join and pay your membership fees directly through ASLIA membership database
- deal with us over the telephone
- write to us such as on online forms or by email
- subscribe to email or mailing list
- visit our web site
- contact us in person

When you email us:

- we may record your name, e-mail address and other relevant information
- we will only use your e-mail address for the purpose for which you provided it
- it will not be added to a mailing list unless requested
- we will not use your e-mail address for any other purpose
- we will not disclose it without your consent except where ASLIA may be required by law to disclose certain information.

When using an online form, such as a membership or enquiry form or the website account registration:

- we will record the user name that you create; your name; postal address; e-mail address; NAATI accreditation information, if appropriate; Deaf (Relay) Interpreter accreditation and/or qualification, if appropriate; and your business name, if appropriate
- we will only use this information for the purpose for which you provided it
- the information will not be added to a mailing list unless requested
- we will not disclose this information without your consent except where ASLIA may be required by law to disclose certain information.

User ID and password

Many areas of the website require the use of a user ID and password as an additional security measure that helps protect your information. This allows ASLIA to verify who you are, thereby allowing you access to your account information and preventing unauthorised access. When you have finished using a secure area of ASLIA website, it is advisable that you click on the "Log Out" link which appears on every secure page.

No further secure access can be conducted without re-entering your user ID and password. You should be aware that browser software often "caches" a page as you look at it, meaning that some pages are saved in your computer's temporary memory. Therefore, you may find that clicking on your "Back" button shows you a saved version of a previously viewed page; caching in no way affects the security of your confidential user ID or password.

Under no circumstances will ASLIA disclose personal information for commercial gain.

We will, at your request, provide you with access to any information which we have collected about you through this website in accordance with Information Privacy Principle 6, Privacy Act 1988 (Cth). To gain access to this information you should contact us (see details below). If you believe that any information is inaccurate, incomplete or out of

date, please contact us and we will revise the relevant information in accordance with Information Privacy Principle 7, Privacy Act 1988 (Cth).

Cookies

A cookie is a text string that is included with Hypertext Transfer Protocol (HTTP) requests and responses. Cookies are used to maintain state information as you navigate different pages on a web site or return to the web site at a later time. Cookies cannot be used to execute code (run programs) or deliver viruses to your computer.

Persistent vs Session Cookies

Cookies are either stored in memory (session cookies) or placed on your hard disk (persistent cookies). ASLIA does not use persistent cookies.

How to Access Cookies Settings in your Browser

You have the ability to enable or disable cookies, or have to have some browsers (e.g. Internet Explorer) prompt you before accepting cookies. Note that disabling cookies may prevent some web services from working correctly and that disabling cookies does not make you anonymous or prevent web sites from tracking your browsing habits. HTTP requests still include information about where you came from (HTTP Referrer), your IP address, browser version, operating system, and other information (see Site Visit Data above).

Internet Explorer

1. In Internet Explorer, click Internet Options on the Tools menu, and then click the Security tab.
2. Click the Web content zone you want, and then click Custom Level.
3. Under Cookies, click the options you want, click OK, and then click OK.

For other browsers check the help files.

Security of Information

Your personal information will not be released unless the law requires or permits it or your permission is given. We provide a secure environment and a reliable system but you should be aware that there may be inherent risks associated with the transmission of information via the Internet. For those who do not wish to use the Internet, ASLIA can provide alternative ways of obtaining and providing information.

Who to contact

The ASLIA contact on privacy matters is:

ASLIA Secretary

Email: info@aslia.com.au

How do you make a complaint?

If you have any further queries relating to our privacy policy, or you have a problem or complaint, please contact us by email at ASLIA.

If you wish to make a complaint about ASLIA privacy practices please contact ASLIA directly with the details of your complaint. ASLIA undertakes that your complaint will be investigated diligently and a response provided as soon as reasonably practicable.

You may also obtain information about the complaints process from the Privacy Commissioners website at <http://www.privacy.gov.au/> and you can contact them by ringing the Privacy Commissioner's hotline service on 1300 363 992.

Developed by K. O'Reilly for ASLIA 21/06/2006