

## Web Site Privacy Statement

This privacy statement relates to the information collected in your use of this website.

### Our commitment

We are committed to protecting your privacy. It does so by conforming to the Privacy Commissioner's Guidelines, which require transparent collection, appropriate and ethical use, and secure storage of personal information. We also adhere to the Information Privacy Principles under the Privacy Act of 1988.

The information you provide through this website will be kept secure by us.

### Information collected

We monitor use of its site in order to improve the site and the website services provided to you. In doing so, we use first party cookies in order to collect the following information:

- your IP address
- the date and time of your visit
- the pages you accessed and the documents you downloaded
- the search terms you used
- the previous site you visited
- your top level domain name
- your network location name (such as your internet service provider or organisation's name),
- any cookies that your browser has presented to our server
- the browser, operating system and other information about your computer include the screen resolution, colour depth and various plugins that you used in visiting our site.

More information about first party cookies can be found further down on this page. This information is used by us for this purpose only and will be used to improve our online services. We do not collect identifiable personal information about you if you only browse this website.

### Personal information

When accessing our specific services you may be required to provide personal information. This information will only be used for the stated purpose, and will not be disclosed without your consent unless we are required by law to do so, for example, to comply with a search warrant or subpoena.

### Email addresses

We will only use your email address for the purpose for which you provided it. It will not be

added to a mailing list without your express permission, and will be removed from our list at your request. We will not disclose your email address without your consent.

### **Cookies**

A first party (or persistent) cookie is very small text file placed on your hard drive by our web server. It is essentially your identification card, and cannot be executed as code or deliver viruses. It is uniquely yours and can only be read by the server that gave it to you.

Using cookies allows us to be more efficient. We can learn what information is important to our visitors, and what isn't. We can discard Web pages you don't use, and focus our efforts on information you need.

### **Other sites**

This site may contain links to external websites, which are not covered by this privacy statement. We recommend that you review the privacy statement of each site you visit.

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