

**Privacy Statement of the Central Coast Campus Union (CCCU) Limited
Trading as Yourimbah**

CCCU Limited is subject to the Commonwealth Privacy Act 1988 and National Privacy Principles. This Privacy Statement explains how CCCU Limited collects personal information and how we maintain, use and disclose that information in compliance with the Act.

CCCU Limited aims to uphold the confidential manner in which we treat all personal and private information. **No private information will be made available to any person, supplier or organisation by CCCU Limited, (except in line with Clause 3 Disclosure of Information below) without your express consent and nothing in the agreement to join this site constitutes such consent.**

This privacy statement applies specifically to this web site and the electronic communications facilities used by CCCU Limited. The facilities contain public areas that may be viewed from any Internet connected computer. Other areas are restricted to access by members of CCCU Limited. It is important to CCCU Limited that its members and customers retain their privacy when they take advantage of all that CCCU Limited and its services have to offer.

When you provide information to us, you consent to us collecting, maintaining, using and disclosing the information in accordance with this Privacy Statement.

1. *Collection and use of Information*

CCCU Limited collects only the information that you provide to us. Other than your email address, we do not automatically capture any other information including for example, information about you, your computer or your ISP.

The personal information you give us in registering your membership of CCCU Limited will be protected by us from misuse, loss, unauthorised access or modification. Some parts of the site are password protected. Access to information by CCCU Limited and its staff is governed by an access protocol which restricts access by staff on a need to know basis. Those parts of the site are also password protected.

2. *Use of Information*

CCCU Limited collects personal information from you to enable us to communicate with you by e-mail or by text message, to improve our web site and to personalise our service to you. For example we may provide you with newsletters, activity information, pointers, advice, recommendations or advertisements for goods or services that we think will interest you, according to the preferences you have determined. We will also use the information for our own internal membership administration and analysis.

3. *Disclosure of Information*

CCCU Limited will not release (i.e. disclose, sell, rent or otherwise) the personal or sensitive information it holds unless required or provided for by law, or with the consent of the individual to whom the information relates, or to enforce the terms and conditions of use of our web site to protect and defend the rights and interests or property of CCCU Limited or in exceptional circumstances to prevent a threat to life or health.

UNU Limited and CCCU Limited will not store in or transfer your personal information to countries outside Australia.

4. *Maintenance of information and data quality*

CCCU Limited is committed to ensuring that the personal information held about you is accurate, complete and up-to-date. If any of the information you have given us changes at any time, you can directly change this record yourself by clicking the 'my profile' button in the top right box on your page, after you are logged in. You can set your own preferences for information receipt and can change these at any time.

5. *Questions, Complaints and Disputes.*

If you have questions about this statement or our Privacy Policy, or you believe the privacy of your information has been compromised in any way you are entitled to lodge a complaint. Complaints can be lodged in person or in writing to the:

CEO
Central Coast Campus Union Ltd
10 Chittaway Road
OURIMBAH NSW 2258