

Privacy Statement of the Central Coast Campus Union Limited (ACN 099 237 340) (CCCUL)
Trading as Yourimbah

CCCUL is subject to the Commonwealth Privacy Act 1988 and National Privacy Principles. This Privacy Statement explains how CCCUL collects personal information and how CCCUL maintains, uses and discloses that information in compliance with the Act.

CCCUL 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 CCCUL, (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 CCCUL's web site, certain documents where private information is collected and the electronic communications facilities used by CCCUL and its employees. The electronic communication facilities contain public areas that may be viewed from any Internet connected computer. Other areas are restricted to access by members of CCCUL or its employees. It is important to CCCUL that its members and customers retain their privacy when they take advantage of all that CCCUL and its services have to offer.

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

1. *Collection and use of Information*

CCCUL collects only the information that you provide to CCCUL. Other than your email address, CCCUL does not automatically capture any other information including, for example, information about you, your computer or your ISP.

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

The CCCUL website makes use of cookies to create an easier and more convenient experience. Cookies store browsing information on your computer about your visit to the CCCUL website, so that the same settings can be used on your next visit. Cookies do not collect personal details about the user.

2. *Use of Information*

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

In your interactions with CCCUL and/or Yourimbah, CCCUL may collect and record some "sensitive information" such as health details. This information will only be used to provide you with services and information, and will never be collected and recorded without your consent.

3. *Disclosure of Information*

CCCUL 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 CCCUL's web site, to protect and defend the rights and interests or property of CCCUL, or in exceptional circumstances, to prevent a threat to life or health.

CCCUL will not store in or transfer your personal information to countries outside Australia. Your information is stored securely on CCCUL's servers inside Australia. Physical copies of your details may also be kept for CCCUL's records. CCCUL will store your information while it is required to provide you with services and information, and will destroy it when no longer needed, if appropriate.

4. *Maintenance of information and data quality*

CCCUL 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 CCCUL 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. Please be aware that some services require CCCUL to have your personal information, and cannot be provided without your details.

5. *Questions, Complaints and Disputes.*

If you have questions about this privacy statement or CCCUL's 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

If you are unhappy with our handling of your complaint, or CCCUL was unable to resolve the problem, and you feel CCCUL have breached the Privacy Act, you may also direct your complaint to:

Office of the Australian Information Commissioner
Phone 1300 363 992
Post GPO Box 5218, Sydney NSW 2001
Online Form: www.oaic.gov.au (Privacy Complaint Form).