

John XXIII College Privacy Policy

This Privacy Policy is JOHN XXIII COLLEGE official on-line privacy policy and it applies to all personal information collected by JOHN XXIII COLLEGE. In this policy we explain how and why we collect your personal information, how we use it, and what controls you have over our use of it.

JOHN XXIII COLLEGE is committed to complying with Commonwealth legislation governing privacy of personal information collected and retained by businesses and to protecting and safeguarding your privacy when you deal with us.

JOHN XXIII COLLEGE collects personal information, including potentially sensitive information about students before and during the course of a student's residential period at the College. The primary purpose of collecting this information is to enable JOHN XXIII COLLEGE to provide for the educational, social, spiritual and medical wellbeing of the student.

Some of the information collected is to satisfy the Colleges legal obligations, particularly in relation to discharge of duty of care.

COLLECTION OF INFORMATION

Some information provided to us by clients, customers, contractors and other third parties might be considered private or personal. Without these details we would not be able to carry on our business and provide our services to you. We will only collect such personal information if it is necessary for one of our functions or activities, this includes activities organized by the Alumni of the College.

In particular, personal information is collected from people in the following situations by JOHN XXIII COLLEGE:

- If you contact JOHN XXIII COLLEGE, we may keep a record of that correspondence.
- When you submit your E-Mail address to our web site mailing list.

At or before the time the personal information is collected by us we will take reasonable steps to ensure that you are made aware of who we are, the fact that you are able to gain access to the information held about you, the purpose of the collection, the type(s) of organizations to which we usually disclose the information collected about you, any laws requiring the collection of the information and the main consequences for you if all or part of the information pertaining to not collected.

USE OF INFORMATION COLLECTED AND DISCLOSURE OF PERSONAL INFORMATION TO OTHERS

We may use or disclose personal information held about an individual for the primary purpose for which it is collected (e.g. provision of our services, including administration of our services, notification to you about changes to our services, record-keeping following termination of our services to you and technical maintenance). We may also use such information for a purpose related to the primary purpose of collection and where it would reasonably be expected by you that we would use the information in such a way. This information is only disclosed to persons outside our business in the circumstances set out in this policy or as otherwise notified to you at the time of collection of the information.

In addition we are permitted to use or disclose personal information held about you:

- where you have consented to the use or disclosure;
- where we reasonably believe that the use or disclosure is necessary to lessen or prevent a serious, immediate threat to someone's health or safety or the public's health or safety;

- where we reasonably suspect that unlawful activity has been, is being or may be engaged in and the use or disclosure is a necessary part of our investigation or in reporting the matter to the relevant authorities;
- where such use or disclosure is required under or authorized by law (for example, to comply with a subpoena, a warrant or other order of a court or legal process);
- where we reasonably believe that the use or disclosure is reasonably necessary for prevention, investigation, prosecution and punishment of crimes or wrongdoings or the preparation for, conduct of, proceedings before any court or tribunal or the implementation of the orders of a court or tribunal by or on behalf of an enforcement body.

PASSWORD PROTECTED AREA

The password protected area of this site contains information that is only available and applicable to students; alumni; College Board and Committee members and College staff. Access to this information is a privilege of being a member of the JOHN XXIII COLLEGE community. As a condition of entering this password protected area, please respect the confidentiality of this site by not redistributing or misusing the information contained in this area.

LINKS

Our website may contain links to other websites and those third party websites may collect personal information about you. We are not responsible for the privacy practices of other businesses or the content of websites that are linked to our web site. JOHN XXIII COLLEGE encourages users to be aware when they leave the site to read the privacy statements of each website that collects personally identifiable information.

SECURITY AND STORAGE

JOHN XXIII COLLEGE places great importance on the security of all information associated with our customers, clients and contractors. We have security measures in place to attempt to protect against the loss, misuse and alteration of personal information under our control.

Personal information is de-identified or destroyed securely when no longer required by us.

JOHN XXIII COLLEGE retains the information you provide to us including possibly your contact and credit card details to enable us to verify transactions and customer details and to retain adequate records for legal and accounting purposes. This information is held on secure servers in controlled facilities.

Information stored within our computer systems can only be accessed by those entrusted with authority and computer network password sanctions.

No data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect users' personal information, JOHN XXIII COLLEGE cannot ensure or warrant the security of any information transmitted to it or from its on-line products or services, and users do so at their own risk. Once JOHN XXIII COLLEGE receives your transmission, it makes every effort to ensure its security on its systems.

Ultimately, you are responsible for keeping your passwords and/or account information secret. You should be careful and responsible whenever you are on-line.

ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

JOHN XXIII COLLEGE is committed to maintaining accurate, timely, relevant and appropriate information about our customers, clients and web-site users.

So long as your request for your personal information is in accordance with the National Privacy Principles, then we will give you access to that information.

Inaccurate information will be corrected upon receiving advice to this effect from you. To ensure confidentiality, details of your personal information will be passed on to you only if we are satisfied that the information relates to you.

If we refuse to provide you with access or correct the personal information held about you by us, then we will provide reasons for such refusal.

COMPLAINTS

If you have a complaint about our Privacy Policy or the collection, use or safe disposal or destruction of your personal information, your complaint should be directed in the first instance to us at E-Mail: complaints@johnxxiii.anu.edu.au This e-mail address is being protected from spambots. You need JavaScript enabled to view it.

We will investigate your complaint and attempt to resolve any breach that might have occurred in relation to the collection, use or destruction of personal information held by us about you in accordance with the Commonwealth Privacy legislation. If you are not satisfied with the outcome of this procedure then you may request that an independent person (usually the Commonwealth Privacy Officer) investigate your complaint.

TRANSFER OF INFORMATION OVERSEAS

Pursuant to the National Privacy Principles we may transfer personal information we have collected about you to someone other than you in a foreign country only if such transfer is permitted by the National Privacy Principles.

COOKIES

JOHN XXIII COLLEGE collects information from the site using "IP files".

When you visit the JOHN XXIII COLLEGE site to read, browse or download information, our system will record/log your IP address (the address which identifies your computer on the internet and which is automatically recognized by our web server), date and time of your visit to our site, the pages viewed and any information downloaded. This information will only be used for the purpose of site analysis and to help us offer you improved on-line service. We may automatically collect non-personal information about you such as the type of Internet browsers you use or the site from which you linked to our websites. You cannot be identified from this information and it is only used to assist us in providing an effective service on our websites.

CHANGES TO PRIVACY POLICY

If JOHN XXIII COLLEGE decides to change its Privacy Policy, it will post changes on this Privacy Policy page so that users are always aware of what information is collected, how it is used and the way in which information may be disclosed. As a result, please remember to re-visit this Privacy Policy regularly to review any amendments.

CONTACTING US

If you require further information regarding our Privacy Policy, please contact us at the following address: enquiries@johnxxiii.anu.edu.au This e-mail address is being protected from spambots. You need JavaScript enabled to view it. . Should you wish to read more information on privacy

legislation or the National Privacy Principles we recommend that you visit the Federal Privacy Commissioner's website at www.privacy.gov.au/.

ACCEPTANCE

You accept that your use of this site includes your acceptance of this Privacy Policy and the Terms of Use.

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