

WEBSITE PRIVACY POLICY

This statement outlines The Illawarra Business College's policy in relation to handling the personal information of our website users. The College is proud of the efforts it has taken, and will continue to take, to ensure that the privacy of its website users is protected from misuse, unauthorised access and loss.

COLLECTION AND USE OF YOUR PERSONAL INFORMATION

Recording Your Visit

When you look at this website, a record of your visit is made into a log file. The following information may be collected for statistical purposes only:

- Your server address
- Your top level domain name (for example .com, .gov, .au, etc).
- The date and time of your visit to the website
- The pages you accessed and documents downloaded
- The page that you entered and the page by which you left the website
- The type of browser you used.

We will not attempt to identify individual users or their browsing activities except where it is required to do so by law. For example, in the case of a warrant issued by a law enforcement agency.

Some websites use 'cookies' to track a particular user's access to a site. Cookies are not used on this website, except where they are used within a specific web-based application. In such cases cookies will only be used for session management purposes.

Recording Your E-mail Address

We will record your e-mail address if you send us a message. We will also record your personal information if you complete and submit any of the electronic forms which are available on this website. These forms are provided so that you can request more information about the College. We will only collect personal information via this site in a fair and not in an unreasonably intrusive way. We do not collect information which would be unlawful or unnecessary.

USING YOUR PERSONAL INFORMATION

Your personal information may be used in order to:

- provide the information or services you requested;
- administer and manage those services;
- research and develop our services;
- promote and market other services which we consider may be of interest to you. If you do not wish us to contact you regarding other services, please inform us of this on your e-mail or call us on +61 2 4285 3307.

DISCLOSING YOUR PERSONAL INFORMATION

TIBC may need to disclose your personal information to other organisations to fulfil the above purposes, or to comply with its legal obligations. The organisations to which we may disclose information include:

- Government and regulatory authorities and other organisations, as required or authorised by law;
- Our related entities.

Where we disclose personal information, TIBC will use its best endeavours to ensure that your personal information is kept secure, confidential and protected from misuse, loss or unauthorised access.

CONSENT

By providing your personal information to us you acknowledge and consent that:

1. We can collect and use your personal information for any of the purposes outlined above, or for any purpose that is described on any electronic form that is provided on this website.

2. For these purposes, we can collect your personal information from, and disclose it on a confidential basis to, the following: our related entities; our distributors and agents; government departments and agencies; law enforcement agencies; investigators, lawyers and advisers.
3. We can collect and use your personal information to contact you to provide you information and offers about products and services offered by us and our related entities, and other organisations whose products and services we promote;
4. We can disclose your personal information on a confidential basis for these marketing purposes to our related entities and to any service provide we may use to fulfil these marketing purposes;
5. You will inform us if you do not want your personal information to be used or disclosed to our related entities for these marketing purposes.

PUBLISHING PERSONAL INFORMATION

We will only publish personal information on this site if it has been collected for this purpose and you have consented to this use. When giving such consent you should be aware that information published on this site is accessible by millions of users from all over the world, that it may be indexed by search engines and that it may be copied and used by any web user. This means that TIBC is unable to control the subsequent use and disclosure of any information published on our website.