



Privacy Policy

October 2011

The Careers Advisers Association of NSW Incorporated ("CAA") is committed to ensuring the privacy of personal information. We comply with the National Privacy Principles set out in the Privacy Act 1988 (Cth) ("the Act").

The principles set out in this Privacy Policy will apply to personal information you provide to CAA. Personal information means information that identifies you as an individual or from which your identity can be reasonably ascertained, such as your home address or telephone number.

Information Provided or Collected

CAA only collects personal information if it is necessary or incidental to our purposes. We store contact details and other personal information you telephone us or send us correspondence, award application forms, membership forms and conference registration forms (whether by letter, fax, website facility or e-mail). In general, the type of personal information we collect and hold includes, but is not limited to: names, addresses, contact details, and other information which assist us in conducting our Association.

CAA receives personal information from the website www.caa.nsw.edu.au through use of 'Join Email List' facility and through online membership registrations and renewals and conference registrations. Your use of this website will determine the extent and type of information collected. Your email address will only be recorded if you send us a message, and will only be used for the purpose for which you have provided it.

Cookies On Our Website

"Cookies" are pieces of information that may be transferred to your computer's memory when you visit a website. Any website server (including this one) may store one or more cookies in your browser or request your browser to transmit the data to the Web server. This website may store cookies on your computer in order to better serve you upon your subsequent visits to the CAA website. We may track usage patterns on our website on an anonymous aggregate basis, however your identity cannot be reasonably ascertained from this information. The data that may be recorded may likely include your:

- Internet Service Provider
- The type of browser you are using
- Date and time of your visit
- Pages accessed and documents downloaded
- Referring URL's

Most Web browsers can be configured to notify the user when a cookie is received, allowing you to either accept or reject it. If you are not sure whether your browser has this capability, you should check with the software manufacturer or your Internet Service Provider.

Use of Personal Information

We use personal information for the primary purpose for which it is collected or received, which may be for things such as membership of CAA, and registration for our conference and other CAA activities. That may include supplying our services or responding to an individual's request. We may also use and disclose personal information for purposes related or ancillary to the main reasons we collect it. We will not use your personal information for any purpose which is not related to the functions or activities of CAA, or for any purpose for which you would not reasonably expect us to use the information.

The provision by you of personal information to CAA amounts to consent to the use of that personal information for the purpose described above and anything reasonably incidental thereto.

Security of Information

CAA takes all reasonable measures to ensure the security of data supplied, and to protect it from misuse, unauthorised access, modification or disclosure. In relation to security on CAA website at www.caa.nsw.edu.au, mechanisms are in place to protect the security and integrity of your personal information. However, no data transmission over the Internet can be guaranteed as completely secure so that any information that you provide to us over the Internet is at your own risk.

Effect of Policy

This Privacy Policy may be reviewed and revised from time to time to take account of new laws and changes to our operations and practices. CAA reserves the right to modify or amend this Privacy Policy at any time. We may notify you about changes to this Privacy Policy by publishing an updated version on our website.

Access to Information & Enquiries

We will provide you with access to your personal information upon request, unless a request is unreasonable and the Act would permit us to decline that access. We will require you to verify your identity and to specify what information you require. For any enquiries or if you wish to gain access to your personal information, contact CAA:

Careers Advisers Association of NSW Inc
P.O. Box 790
INGLEBURN NSW 1890
Phone: 02 9605 5858
Email: admin@caa.nsw.edu.au

In some cases, we may request an administrative fee to cover the cost of access. If we refuse to provide you with access to the information, we will provide you with reasons for the refusal and inform you of any exemptions relied upon under the Act.