



# NSWKBA PRIVACY POLICY

NSWKBA is committed to protecting your privacy.

All information gathered by NSWKBA will be stored securely.

## Collection and Use of Information

The information NSWKBA collects about website users will be used only for research (unless otherwise specified and approved in advance by the visitor/member). Findings from research will be reported only to committee members. NSWKBA does not collect any personally identifiable information about you unless you voluntarily submit such information to us such as filling out a form for joining NSWKBA or participating in a survey or similar. Personally identifiable information includes names addresses, phone, fax or email addresses. Any personal information collected on our site will state to the user that personal information is being collected. We do not wish to obtain personal information from children who are using our site unsupervised. Thus, we ask children to obtain the consent of their parent or guardian before providing us with any personal information.

It is our policy to send e-mail only to visitors who give us permission to do so. If you wish to unsubscribe from any email list, please send an email with the Subject "UNSUBSCRIBE" to [info@NSWKBA.com.au](mailto:info@NSWKBA.com.au)

From this point your information will be deleted from our database. Those who request information and request receipt of continuing information and other information from us, will occasionally receive e-mail communications to provide information which we think you will find useful/beneficial, including information about the association or relevant events.

## Disclosure of Information

NSWKBA will not sell, trade or rent your personal information to anyone without your written permission.

## Review and Removal of your Personally Identifiable Data

NSWKBA respects your right to access personal information we have collected about you at any time and make changes you deem appropriate.

Personal details can be changed at any time by logging into the website using your email and password and clicking on the 'profile' link. If you encounter issues please contact [secretary@NSWKBA.com.au](mailto:secretary@NSWKBA.com.au) or by mail to Secretary, NSWKBA, P.O. Box 57, Dee Why NSW 2099 Australia

## Cookies and Other Tracking Methods

We track traffic patterns throughout nswkba.com.au by the use of Google Analytics. The information collected has no personal details and is used by many websites throughout the Internet. NSWKBA may use a feature of your browser called a 'cookie'. Cookies by themselves cannot be used to find out your identity or the identities of any of our users - they only identify your computer to our servers when you visit our site. Cookies are small pieces of information stored on your hard drive, not on our site, to help you navigate a website as easily as possible.

## **Security**

We use industry-standard methods to protect your personally identifiable information from unauthorised access. Among other techniques, we usually store such information on a computer behind our "firewall" in a secure location, and we restrict the number of employees internally who can access such data.

## **Amendments**

Amendments to this policy will be posted on this web-site and will be effective when posted.

Current version posted January 2010.