

This Privacy Policy applies to all the publicly accessible pages on this site located at www.cooma.ozsre.net

If you have any questions about this site, or the application of this Privacy Policy or a request for access to information held please contact our Public Officer listed under "Contact" tab on the menu.

Users of this site are entitled to expect that any information collected as a result of that use will be treated within the terms of the Cooma Schools Ministry Association Inc. privacy responsibilities and obligations.

Cooma Schools Ministry Association Inc. privacy practices are regulated by the New South Wales Privacy and Personal Information Protection Act 1998.

When you look at the pages on this site, our servers automatically record information that identifies, for each page accessed:

- **the IP (Internet Protocol) address of the machine which has accessed it;**
- **your top-level domain name (for example .com, .gov, .au, .uk etc.);**
- **the address of your server;**
- **the date and time of your visit to the site;**
- **the pages accessed and documents downloaded;**
- **the previous site visited; and**
- **the type of browser and operating system you have used.**

The information collected during each visit is aggregated with similar logged information and may be published in reports in order for Cooma Schools Ministry Association Inc. to identify patterns of usage of the site. This will assist us in site improvement.

Cooma Schools Ministry Association Inc. will not disclose or publish information that identifies individual machines, or potentially identifies sub-groupings of addresses, without consent or otherwise in accordance with the New South Wales Privacy and Personal Information Protection Act 1998.

Cooma Schools Ministry Association Inc. will collect, use and disclose more extensive information than stated above in the following circumstances:

- **unauthorised attempts to access files which are not published by us;**
- **unauthorised tampering or interference with files published on the site;**
- **unauthorised attempts to index the contents of the site by other sites;**
- **attempts to intercept messages of other users of the site;**
- **communications which are defamatory, abusive, vilify individuals or groups or which give rise to a suspicion that an offence is being committed; and**
- **attempts to otherwise compromise the security of the web server, breach the laws of the State of New South Wales or Commonwealth of Australia, or interfere with the enjoyment of the site by other users.**

Cooma Schools Ministry Association Inc. reserves the right to make disclosures to relevant authorities where the use of this site raises a suspicion that an offence is being, or has been, committed.

In the event of an investigation, Cooma Schools Ministry Association Inc. will provide access to data to any law enforcement agency that may exercise a warrant to inspect our logs.

Is the information stored securely ?

Yes. Information collected is stored in an appropriately secure format and held by Cooma Schools Ministry Association Inc. for archival purposes. When the information is no longer required for the purposes for which it was collected it is deleted.

- **Will you add me to a mailing list ?**
- **Only if you are a member, donor, sponsor, or have requested that we place you on a mailing list. This list is securely maintained, and is not divulged externally under any circumstances unless required by a law enforcement agency.**
- **If I am a donor, what information do you keep ?**
- **If you make a donation to Cooma Schools Ministry Association Inc. your details will be added to our database as required for accounting and statistical purposes. Your details will only be available to our Church Delegates (as per our constitution). Your financial contribution information will only be available to our Executive Committee and Public Officer.**
- **Who else has access to information ?**
- **Your information is guarded by Cooma Schools Ministry Association Inc. We will supply summary statistical information to relevant Government departments, but only as required by law for an Incorporated Association.**

If you would like to access the information that we hold about you, written application must be made to the Public Officer listed on the Contact tab of the side menu.

- **Will this policy be changed over time ?**
- **Any changes due to legal requirements will be reflected on this website.**