

PRIVACY STATEMENT

The Chemistry Education Association (CEA) website is offered by the Management Committee of the Chemistry Education Association (the 'Parties') to provide teachers with information about professional development and resources for Chemistry classes at Year 11 and 12 and Junior Science classes. It is funded by the recourses made from text book writing for VCE Year 11 and 12 Chemistry.

When dealing with personal information the Parties are obliged to comply with the Information Privacy Act 2000.

The CEA Project Officer is Penny Commons. The contact details of CEA's Project Officer and information about complaints procedures may be viewed at www.cea.asn.au/privacy

Personal information means:

information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include health information.

Personal information collected via the website

This personal information may take several forms:

- (i) Non-specific demographic and profile data that is collected for statistical purposes in regard to site traffic, to manage general system performance and to aid in improvements in content design;
- (ii) Specific user contact information (such as an email address, current position and place of work) will be used by website administrators to contact users for purposes directly related to the administration of the website and to ask the users, according to their statements, to assist in workshops at conferences. This data will not be provided to third parties without the express written permission of the individual user and then only to organisations that in the opinion of the The Chemistry Education Association have services that are likely to be of benefit or interest to the end-user. Third parties will be restricted from further transfer of user contact details.

Notification of changes

The Parties will occasionally update this privacy statement. When we do, we will change the last modified date at the bottom of the privacy statement. If we make material changes to this statement, we notify you by placing a prominent notice on our web site. This privacy statement was last updated on 22 August 2006.

Accuracy of Information

The Parties will take reasonable steps to ensure that the information we hold at this web site is accurate & complete.

Security of Information

The Parties will take reasonable steps to protect information from misuse, loss, unauthorised access, modification or disclosure. Information will be destroyed if it is no longer needed for any legitimate purpose associated with the management and delivery of this web site.

Cookies

Some web pages use 'cookies'. A cookie is a small file that a website may send to your browser which may then store it on your hard drive. By using cookies, we can track information about visitors' usage of the website, provide customised content, or even the use of password protection. The Parties may use

information collected in this way to analyse trends, measure the number of visitors to different parts of the website and how long they spend there and to help us make the website more useful to visitors. The information we gather at this stage is purely demographic and not personal.

You should note that some browsers can be configured to allow cookies to be accessed by servers other than the originating server.

In general, the use of cookies helps the Parties better serve you when you return to this website. You can set your browser to notify you when you receive a cookie, so you can decide whether to accept it.

Linked Web Sites

This website may contain links to other websites. Those links are provided for convenience only and may not remain current or be maintained.

Links to those websites should not be construed as any endorsement, approval, recommendation, or preference by us of the owners or operators of those websites, or for any information, products or services referred to on those other websites.

Unless stated otherwise on this website, we have:

- (a) no relationship with the owners or operators of those linked websites; and
- (b) no control over or rights in those linked websites.

Furthermore, the Parties are not responsible for the privacy practices or the content of those other websites. This privacy statement applies solely to information collected by the CEA website.

Access & Correction

Access and correction of your information is handled by the Parties in accordance with the *Freedom of Information Act 1982*.

Transferring information outside Victoria

The Parties will not transfer information outside Victoria except in certain circumstances including where:

- a. consent of the individual concerned is obtained;
- b. the information is transferred for the benefit of the individual; or
- c. as otherwise allowed under the Acts, or required or authorised by or under law.