



## Privacy Statement

American College ("College") last amended this Privacy Statement ("Statement") on January 1, 2017. Please read it carefully. This statement sets out American College policies relating to your personal information. It applies to your conduct on the American College Website (the 'Website'). These policies are in addition to American College, Brisbane's general Terms and Conditions governing the Website and should be read in conjunction with such Terms and Conditions.

### **Commitment to privacy and responsible use of personal information**

The privacy of your personal information is important to American College. Personal information is any information that relates to an identifiable person as well as information that can readily identify an individual. It also includes electronic records, video recordings and photographs. The College follows the Australian Privacy Principles guidelines as they relate to the **Privacy Act 1998 (Cwth)**. We collect the information necessary to undertake our business in order to provide educational services. We usually disclose personal information to third parties who assist us or are involved in the provision of our services.

### **Introduction**

The College's web site ("Site") is intended to foster communication among the students, alumni, faculty, staff, friends, and others who together form the extended College community. It is a resource and forum for members of the community to exchange information of interest to them.

The College respects the privacy of those who use the Site. This Statement describes how the College treats information on the Site about students, alumni, faculty, staff, and any other users of the Site. This Statement applies only to information collected or made available through the Site, and not to any other information or privacy practices of the College.

***By using the Site, you consent to the College's collection and use of information about you in accordance with this Statement.*** This Statement is part of the Terms that govern your use of the Site, so please read the entire Terms. If you do not accept the Privacy Statement, please do not use the Site. The College reserves the right to change the Privacy Statement in its sole discretion and will post any changes on the Site. If the College decides that it is appropriate, it may also provide additional notice of more significant changes. Any modifications are effective immediately upon posting. By continuing to use the Site after the College posts a modified Privacy Statement, you consent to the Statement as modified.

The College collects two kinds of information from the Site's visitors: personally identifiable information and anonymous information.

### **Personal Data and Accuracy**

The College collects personally identifiable information about you, both through the Site and otherwise ("Personal Data") In general, the type of information which we collect includes, but is not limited to, names, contact details, date of birth, nationality, gender, medical information (e.g. for specialized care requirements), dietary requirements, occupation, and relationship to student (e.g. Parent/guardian). In some instances, we will need to obtain financial details (e.g. means-tested scholarships).

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up to date. If you would like to review, edit or control access to your Personal Data, or if you would like to request that the College refrain from specified uses of your Personal Data, please contact [admin@americancollege.edu.au](mailto:admin@americancollege.edu.au)

### **How We Use Your Personal Data**

We do not use or disclose personal information for any purpose that is unrelated to our services and that you would not reasonably expect (except with your consent).

We have a duty to maintain the confidentiality of our members' affairs, including personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or compelled by law. In some cases, information may be made available to your employer. We usually disclose personal information to third parties who assist us or are involved in the provision of our services.

We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use or disclose it. If the required personal information is not provided, we, or any involved third parties may not be able to provide appropriate services.

### **Sharing of Personal Data with Third Parties**

The College does not share, transfer or release Personal Data to outside parties except as otherwise described in this Statement.

Some of the College's outside service providers may have access to Personal Data when providing their services. To facilitate gifts you make to the College online, the College sends Personal Data relevant to the transaction (such as your name, credit card number, contact information, and the nature of your relationship to the College) to an outside firm for processing. For development purposes, the College may disclose Personal Data to outside research firms, which are obligated to keep the data confidential. Finally, the College may disclose some Personal Data to College-affiliated organizations and alumni groups in support of approved activities, other colleges and universities seeking the location of alumni with degrees from both the College and the requesting institution, student loan agencies requesting federally authorized student status confirmation reports, and College-authorized publishers of alumni directories.

The College may also occasionally refer you to a third-party web site to provide a special online service. For example, some College groups may send you to PayPal to receive a payment on their behalf. When you follow a referral or a link away from the Site, you leave the Site. You should review all third-party sites' privacy statements to find out how they protect your privacy.

The College reserves the right to disclose and use Personal Data for necessary purposes, including: to protect users, other members of the College community, or the College's interests or property; to prevent crime, fraud, or violation of the Terms; or when the College, in good faith, believes that the law requires it to do so.

### **User Content and Interactive Forums**

The Site includes group activity pages, user-created pages, message boards, or other interactive forums that allow you to post User Content (as defined in the [Terms](#)). These parts of the Site allow you to communicate with other participants in selected College activities or the general public. In many cases, password protection limits access to a forum to appropriate participating users. But, because the College cannot guarantee the privacy or confidentiality of any User Content you post, you should consider all User Content public.

## Security

We store information in a number of secure databases, paper-based files or other record keeping methods. The College takes appropriate precautions to ensure security of your personal information from misuse, loss, unauthorized access and modification or disclosure. We also take steps to destroy or de-identify information that we no longer require. In some cases there are statutory requirements for retaining information for a prescribed period of time. We undertake to promptly acknowledge and investigate any complaints about the way we manage personal information.

Of course, no mechanism can guarantee that information stored electronically or transmitted over the Internet is perfectly safe. Moreover, although privacy options may be available for controlling access to your Personal Data on the Site, please be aware that these security measures are not impenetrable, nor can the College control the actions of other users on the Site. Therefore, the College does not guarantee that User Content you post or Personal Data available via the Site will not be viewed by unauthorized persons. The College is not responsible for circumvention of any privacy settings or security measures contained on the Site. You understand and acknowledge that, even after removal, copies of User Content and/or Personal Data may remain viewable in cached and archived pages or in copies stored by other users.

The College makes no warranty, guarantee or representation that the Site is protected from viruses, security threats or other vulnerabilities or that your User Content or Personal Data is always secure. You should consider this when deciding what User Content you post or what Personal Data you authorize the College to post.

## Anonymous Information and Cookies

The Site automatically logs certain information that does not personally identify you ("Anonymous Information"). The College uses this Anonymous Information to help manage and improve the Site. The Anonymous Information recorded by the Site includes, for example, your web browser, your operating system, and the date and time of your visits to the Site.

Some parts of the Site rely on cookies, which are small data files placed on your computer. The College uses cookies only to improve your browsing experience. For example, cookies allow the Site to keep your browsing session alive as you complete a web-based activity or transaction that spans multiple web pages on the Site. The College does not use cookies to track your preferences or to record your use of the Site. You can disable the cookies function, or delete existing cookies, through your web browser's options menu, but doing so may affect the functionality of the Site.

## External Links

Solely for your convenience, the Site may contain links to third-party web sites and content providers which may interest you. If you follow any link to a third-party site, you leave the Site. American College is not responsible for the privacy practices or the content of such web sites. You should review those sites' privacy statements to find out how they protect your privacy.

## Children under Age 13

The College does not knowingly collect personally identifiable information from children under the age of 13. In the event that the College learns that it has collected any personally identifiable information from a child under the age of 13 without verification of parental consent, it will delete that information. If you are a parent or guardian and you believe that your child under age 13 may have provided personally identifiable information through the Site, please contact [admin@americancollege.edu.au](mailto:admin@americancollege.edu.au)

## Public Information

Any information posted on bulletin boards and/or communicated in chat areas becomes public information. While we strive to protect and respect our privacy, we cannot guarantee the security of any information you disclose in a chat room or on a bulletin board.

### **Comments and Questions**

To request a clarification of this Statement or to send comments about it, please contact the College at [admin@americandcollege.edu.au](mailto:admin@americandcollege.edu.au)