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- **AIC Web Site Privacy Statement**

All personal information collected by the AIC is protected by the Privacy Act 1988. Information on the Commonwealth Privacy Act 1988 can be found on the Federal Privacy Commissioner's web site. However, acts done or practices engaged in by the AIC, which are directly related to:

- a current or former employment relationship between the AIC and you; and
- an employee record held by the AIC and relating to you,

are exempt from the provisions of the Privacy Act, including the NPPs.

This policy sets out how the AIC manages your personal information.

The AIC encourages you to check the AIC's web site regularly for any updates to the AIC's privacy policy.

Security of Information

You should be aware that there are inherent risks associated with the transmission of information via the Internet. For those who do not wish to use the Internet, AIC provides alternative ways of providing information. For example, forms may be printed and lodged by post.

Our internal network and databases are protected from unauthorised access using firewall and other technologies. To improve security of personal information, some electronic forms that collect this information have been secured under the HTTPS protocol (Hypertext Transport Protocol Secure), a standard Web communications protocol that encrypts and decrypts a message for online transmission. Whilst these security measures are taken, AIC cannot guarantee that unauthorised access will not occur to its site or to users accessing its site.

The Data We Collect – E-mails and Electronic Forms

We will record your e-mail address only if you send us a message. Your personal information will only be used for the purposes for which you have provided it. Your e-mail address will not be added to a mailing list, unless you have provided it to us in order to subscribe to one of our subscription services or web board functions.

Where you choose to send us a completed electronic form that includes your personal details, we do collect personally identifiable information, such as name, address and email address.

The information collected by email or electronic forms will be used only for the purpose for which you provided it, and we will not disclose it without your consent, except where authorised or required by law.

Publishing Personal Information

We will only publish personal information on this site if it has been collected for this purpose with your knowledge or if you have consented to the disclosure. When giving such consent you should be aware that information published on this site is accessible to millions of users from all over the world, that it will be indexed by search engines and that it may be copied and used by any web user. This means that, once the information is published on this site, we will have no control over its subsequent use and disclosure.

The Data We Collect - Browsing (Clickstream data)

When you look at this web site, our server makes a record of your visit and logs the following information:

- the user's server address,
- the user's top level domain name (for example .com, .gov, .au, .uk etc),
- the date and time of visit to the site,
- the pages accessed and documents viewed,
- the previous site visited, and
- the type of browser used.

The data listed above is collected for the following purposes:

- web site and system administration, including monitoring to prevent security breaches;
- enhancement of the web site to the user's needs; and
- research and development.

No attempt will be made to identify users or their browsing activities, except in the unlikely event that a law enforcement (or other government) agency exercises a legal authority to inspect ISP logs (eg, by warrant, subpoena, or notice to produce).

Generally, the AIC only uses and/or discloses personal information about you for the purposes for which it was collected (as set out above). However, AIC may disclose personal information about you to:

- service providers, who assist AIC in operating its business. These service providers are required to comply with AIC's privacy policy in their treatment of your personal information; and
- ***government agencies as determined by relevant laws.***

Cookies

A cookie is a small amount of information stored on your computer by our web site server. It is information that your web browser sends back to our web site server whenever you visit it again. We use cookies to 'remember' your browser between page visits. In this situation, the cookie identifies your browser, not you personally. No personal information is stored within the AIC's cookies.

Access

You may access personal information AIC holds about you, upon making a written request. AIC may charge you a reasonable fee for processing your request.

AIC may decline a request for access to personal information in the limited circumstances permitted by the Privacy Act.

If, upon receiving access to your personal information or at any other time, you believe the personal information AIC holds about you is inaccurate, incomplete or out of date, please notify AIC immediately. AIC will take reasonable steps to correct the information so that it is accurate, complete and up to date.

Any comments or queries should be sent to our privacy officer: info@ausicom.com.au

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- (a) if the breach relates to goods:
 - the replacement of the goods or the supply of equivalent goods;
 - the repair of such goods;
 - the payment of the cost of replacing the goods or of acquiring equivalent goods; or
 - the payment of the cost of having the goods repaired; and
- (b) if the breach relates to services:
 - the supplying of the services again; or
 - the payment of the cost of having the services supplied again.

Exception to Disclaimer

This disclaimer set out in these terms and conditions does not attempt or purport to exclude liability arising under statute if, and to the extent, such liability cannot be lawfully excluded.

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Users of this internet site are also directed to the AIC Website Privacy Statement.