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## Privacy Statement

Swan Hill Specialist School is committed to protecting the privacy of your personal information. This Online Privacy Statement governs the collection, storage, use, access and disposal of data including all personal information obtained on Swan Hill Specialist School website. Please take some time to read through this statement and understand our position on privacy. This privacy statement will be updated from time to time so please visit this page regularly.

This Privacy Statement does not apply to linked websites however when you link to another site we recommend you read the privacy statement of that site.

DEECD has an information privacy policy and handles personal information in accordance with the Victorian Privacy laws: the Information Privacy Act 2000 and Health Records Act 2001. This policy is available on request.

### Collection of Information

Two types of online data is collected by Swan Hill Specialist School (SHSS);

### Visitor logs and statistics

Information provided by users through online forms, registration, databases and feedback. Visitor logs and statistics

SHSS may gather statistics on users' online experience. Information collected may include:

Visitor server addresses and domains  
The times and dates the site was visited  
The pages visitors accessed and files downloaded  
Visitors' browsers and operating systems

The main purpose for collecting this information is to provide statistical information used for web-site and system administration. The information does not identify individual users but does identify the computer that is used to access our sites.

Logged information is not disclosed outside of SHSS staff or those under contract to conduct maintenance to web server components. We make no attempt to identify individuals from these records unless it is necessary to the investigation of a breach of law.

### User Information

SHSS may require visitors to provide personal information when they engage in online activities such as subscribing to newsletters, registering online for education activities, completing online forms and feedback. Personal information collected may include a visitor's first and last name, postal address, e-mail address, telephone and fax numbers.

Any personal information collected is used for the purpose of providing on-line services and monitoring these. All SHSS staff have a legal duty to protect the privacy of your personal information and ensure it is used only for the purpose to which you have agreed. SHSS does not make available users' personal information to other organisations or individuals. Personal information is handled in accordance with Victorian privacy legislation and is stored and disposed of in accordance with DEECD's Record Keeping Policy.

SHSS does not guarantee secure transmission of data transmitted via its websites. If you have any concerns about providing the personal information asked for please call SHSS on 61-3-5032 3683 and we can make arrangements to suit you.

Do not provide any secure personal information online such as a password or credit card number or information that you wish to keep confidential.

If you would like to access your personal information or to amend or correct it collected please contact SHSS on 61-3-5032 3683.

**Use of Cookies**

Cookies are small text files which are generated by our servers and stored onto your computer. They allow us to recognise when you return to certain sites and allow us to register user preferences.

If cookies are used, a cookie is sent from our server and automatically placed on your computer without notification. Personal preferences or information may be stored in the cookie which is then sent back to the server on completion of the session. Cookies may be turned off within your browser, however, this may make some sites unusable.

More information on cookies can be found on Cookie Central (<http://www.cookiecentral.com/>)