

Form: Internet Information Collection Notice



1. The purpose of this information collection notice is to let you know what information is collected about you and how the information is used when you visit a WEA Illawarra website.
2. WEA Illawarra may automatically record your visit and log any of the following information when you access a WEA Illawarra website using a computer or a mobile device: your server address, your domain name, IP address, the date and time of your visit, the pages accessed and downloaded, the type of browser used, the previous site you visited.
3. WEA Illawarra may use this information for statistical and business purposes such as for analysing a user's online experiences and trends. This analysis is conducted on a de-identified basis and we make not attempts to link the log with an identified individual.
4. "Cookies" are pieces of information that websites transfer to an individual computer's hard drive for record-keeping purposes. That cookie assigns a unique identification that allows a website to recognise you when you return to that site.
5. WEA Illawarra websites use cookies to collect aggregated site-visitation statistics. The use of cookies also enables a person to login into parts of our website that have restricted access and to personalise their experience when browsing our sites. This enables us to ensure that we manage our websites effectively and provide relevant content to those who access the site. We do not track an individual's use of the Internet by using cookies and do not otherwise use these tools to obtain personally identifiable information regarding an individual.
6. Most Internet browsers enable individuals to refuse to accept cookies. If you exercise your choice to block cookies you will still be able to view information on our website, however you may not experience a personalised visit and you may not be able to access certain information.
7. When using our websites, there may be circumstances when you are asked to provide information which can identify you. Examples include if you complete a feedback or inquiry form via our website, if you enrol in a course using the online enrolment process and form, or if you click on a link to send us an e-mail via the website. In these circumstances, our general Customer Information Collection Notice provides information about what information we collect, why we collect it and how we use, hold and disclose such information.

We collect, use, hold and disclose personal and sensitive information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs). A copy of our full Privacy Policy is available by contacting WEA Illawarra on 02 4226 1622, or e-mailing info@weaillawarra.com.au, or you can find it on our website by clicking [here](#).

Version	Date Approved	Approved By	Brief Description
1.0	23/2/2015	Quality Review Group	Creation of original document to comply with changes to <i>Privacy Act 1988</i> that came into effect March 2014.