

## Online Privacy Statement

Swan Marsh Primary 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 MARSH PRIMARY SCHOOL websites. 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 that are not SWAN MARSH PRIMARY SCHOOL sites. When you link to another site we recommend you read the privacy statement of that site.

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## Collection of Information

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The online data collected by SWAN MARSH PRIMARY SCHOOL:

1. Visitor logs and statistics

### Visitor logs and statistics

SWAN MARSH PRIMARY SCHOOL sites gather statistics on users' online experience. Information collected includes:

- 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 website 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 SWAN MARSH PRIMARY SCHOOL 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

Some Department sites require visitors to provide personal information when they engage in online activities such as subscribing to conferences, participating in SWAN MARSH PRIMARY SCHOOL email discussion groups, registering online for education activities, completing online forms and feedback. Personal information collected may include a visitor's first and last name, postal address, email address, employer, job title and department, telephone and fax numbers. The Department will inform you how your personal information will be used at the point of collection.

## Internet Risks

Any personal information collected is used for the purpose of providing online services and monitoring these. All SWAN MARSH PRIMARY SCHOOL 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. SWAN MARSH PRIMARY SCHOOL does not make available users' personal information to other organisations or individuals.

There are inherent risks associated with the transmission of personal information via the internet as it is not a secure medium. Do not provide any secure personal information online such as a password or credit card number or information that you wish to keep confidential. To understand these risks read the information on the [Australian Internet Safety Advisory Body website](http://www.netalert.gov.au/) (http://www.netalert.gov.au/).

SWAN MARSH PRIMARY SCHOOL has made every effort to implement security policies, rules and measures to protect your information from unauthorised access, improper use, alteration and destruction.

SWAN MARSH PRIMARY SCHOOL does not guarantee secure transmission of data transmitted via its websites. If you have any concerns providing the personal information asked for please call the school directly.

If you would like more information or to access or upgrade your personal information, please contact the school.

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## **Use of Authenticated SWAN MARSH PRIMARY SCHOOL websites**

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SWAN MARSH PRIMARY SCHOOL's secure websites, which require a username and password for access verification, gather information on a user's online experiences through the use of a visitor's username. Please keep your access codes secure and do not share them.

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## **Cookies and web scripts on SWAN MARSH PRIMARY SCHOOL websites**

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

SWAN MARSH PRIMARY SCHOOL does not generally build websites that involve the use of cookies. On SWAN MARSH PRIMARY SCHOOL websites that do use cookies, 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 can be found on the [Wikipedia page about HTTP cookies](http://en.wikipedia.org/wiki/HTTP_cookie) (http://en.wikipedia.org/wiki/HTTP\_cookie)

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## **Online Privacy Statement Comments**

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SWAN MARSH PRIMARY SCHOOL welcomes your comments regarding this Privacy Statement. If you believe that any SWAN MARSH PRIMARY SCHOOL division, website or employee has not adhered to this Statement please contact SWAN MARSH PRIMARY SCHOOL by email, fax, or mail.