

## **BAMBINI PRIVACY POLICY**

Bambini Child Care Services Pty Ltd (Bambini) is committed to respecting the privacy of its clients. The following policy discusses how personal information received by Bambini will be dealt with.

Bambini seeks to comply with the *Privacy Act 1988* (also sometimes referred to as the *Privacy Principles Act* or the *Personal Information Privacy Principles Act*) in dealing with its clients. We do this so that our clients will have confidence that they are dealing with a company committed to excellence and security for our children and families.

### **INFORMATION PROTECTION PRINCIPLES**

Bambini must not do anything, or engage in any practice, that contravenes any information protection principles contained in the Privacy Act. In particular Bambini declares that it will:

1. Not collect personal information<sup>1</sup> unless:
    - the information is collected for a lawful purpose that is directly related to a function or activity of Bambini, AND
    - the collection of the information is reasonably necessary for that purpose;
  2. Not collect personal information by any unlawful means;
  3. Collect the information directly from the individual, where possible;
  4. Make the individual to whom the information relates aware of, as appropriate or where required:
    - the fact that the information is being collected, AND
    - the purposes for which the information is being collected, AND
    - the intended recipients of the information, AND
    - whether the supply of the information by the individual is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided, AND
    - the existence of any right of access to, and correction of, the information.
  5. Ensure that any information collected is relevant to that purpose, is not excessive, and is accurate, up to date and complete, and that the collection of the information does not intrude on the personal affairs of the individual;
  6. Ensure that the information is kept for no longer than is necessary, that the information is disposed of securely, that the information is protected against loss, unauthorised access, use, modification or disclosure, etc.;
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7. Ensure that everything possible is done to prevent unauthorised use or disclosure of the information;
8. Help an individual to ascertain whether Bambini holds personal information relating to them, and, if so, the nature of that information, its purpose, and their entitlement to gain access to the information;
9. Provide the individual with access to the information in acceptable situations;
10. Make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information is accurate, and relevant, up to date, complete and not misleading;
11. Attach to the information, in such a manner as is capable of being read with the information, any statement provided by that individual of any amendment sought;
12. Notify recipients of that information of the amendments made;
13. Not use the information without ensuring that the information is relevant, accurate, up to date, complete and not misleading;
14. Not use the information for a purpose other than that for which it was collected unless:
  - the individual to whom the information relates has consented to the use of the information for that other purpose, OR
  - the other purpose for which the information is used is directly related to the purpose for which the information was collected, OR
  - the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom the information relates or of another person;
15. Not disclose unless the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
16. Ensure that, if personal information is disclosed to a person or body that is a public sector agency, that agency does not use or disclose the information for a purpose other than the purpose for which the information was given to it;

<sup>1</sup> For the purposes of this declaration, personal information means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

## **ELECTRONIC INFORMATION (WEBSITE AND EMAIL) PRINCIPLES**

As a general rule, Bambini does not collect personal information when users visit our website. Users can generally visit our website without telling us who they are or revealing other personal information, unless they choose to provide such information to us. The information we receive depends upon what users do when visiting our website.

## **WEBSITE VISIT DATA**

Bambini delivers its website through an external service provider. When a user visits our website to read or download information, our internet service provider may record through log files, the following information for statistical purposes:

- User's server's address
- The name of the top level domain from which the user accesses the Internet (for example, .gov, .com, .edu, .org, .au, .nz etc)
- The date and time of the user's visit to the website
- The pages the user accessed, documents downloaded and search terms used
- The address of the referring website (for example, the previous website that the user visited)
- The type of browser and operating system of the user

The above information does not identify the user personally and the user remains anonymous. This information is provided by the user's browser and will be used for statistical and development purposes only. Analysis of this information assists with the improvement of the website.

No attempt will be made to identify users or their browsing activities except, in the unlikely event of an investigation of abuse or a security incident. The data will not be disclosed to any external agencies except in the case where a law enforcement agency may exercise a warrant to inspect the Internet Service Provider's logs.

The website contains links to other websites. Bambini is not responsible for the content and privacy practices of other websites and encourages the user to examine each website's privacy policies and make their own decisions regarding the reliability and correctness of material and information found.

## **COLLECTION OF PERSONAL INFORMATION**

Email address will only be recorded if the user chooses to contact us or apply where marked. It will generally be used for the purpose for which the user has provided it but we may add it to a Bambini database and/or mailing list.

## **SECURITY OF INFORMATION**

Bambini recognises the insecure nature of email, and while every effort to maintain the user's confidentiality will be taken, we are unable to guarantee the privacy of information transmitted via this system.

While Bambini endeavours to provide a secure Internet environment, please note that the privacy of personal information cannot be guaranteed if users choose to transmit information over the Internet.