

POLICY 3: EDU.AU PRIVACY POLICY

This policy sets out the privacy policy for the edu.au domain, in line with current privacy legislation.

1 BACKGROUND

- 1.1 This policy ensures that individuals know:
 - a) when information about them is being collected;
 - b) the purpose for which it is being collected;
 - c) whether the information may be passed on to third parties; and
 - d) the rights of individuals to have some control over the way any information about them is handled and maintained.
- 1.2 This policy has been drafted to adhere to the Information Privacy Principles outlined in the Privacy Act (Cth) 1988. More information about the Act is available on the Australian Information Commissioner's website at www.oaic.gov.au/ or on the Privacy Hotline number: 1300 363 992.
- 1.3 This policy applies only to the collection and use of personal information in the administration of the edu.au domain space. The edu.au Registrar is required to comply with this policy and the Information Privacy Principles contained in the Privacy Act (Cth) 1988 in all dealings with registrants. The edu.au Registry operator's privacy policy is at www.ausregistry.com.au/privacy.php.

2 COLLECTION OF PERSONAL INFORMATION

- 2.1 The personal information held by the edu.au Registrar is collected for the purpose of meeting its objectives as the Registrar of the edu.au domain, and providing the services necessary for meeting those objectives.
- 2.2 In the course of managing the edu.au domain, the edu.au Registrar may collect personal information in order to:
 - a) register and/or renew a edu.au domain name;
 - b) deal with consumer enquiries and complaints;
 - c) refer persons to appropriate bodies according to the nature of the person's inquiry; and
 - d) canvas stakeholders for their views, opinions and suggestions in relation to the edu.au domain.
- 2.3 The edu.au Registrar limits the collection of personal information to that which is required to perform the functions listed above.

- 2.4 The edu.au Registrar does not require or collect personal information which would be considered "sensitive" under the Act.
- 2.5 The edu.au website does not utilise "cookies" or other technology to collect user information or track usage. The edu.au website may feature links to other websites. eDAC is not responsible for the content and privacy practices of other such websites.

3 USE OF PERSONAL INFORMATION

- 3.1 The way in which eDAC and the edu.au Registrar use personal information is dictated by the purpose for which the information was collected. As most information is collected directly from the relevant individual, that individual will normally be aware of the purpose of the collection.
- 3.2 eDAC and the edu.au Registrar will only use personal information for a purpose other than the primary purpose (ie. a secondary purpose) where:
 - a) that individual has consented;
 - b) the secondary purpose is directly related to the primary purpose and the individual would reasonably expect eDAC or the edu.au Registrar to use or disclose the information in such a way; or
 - c) eDAC or the edu.au Registrar is permitted or required by law, or it is in the interests of public safety to do so.
- 3.3 People who subscribe to one of the edu.au electronic mailing lists may decide at any time to unsubscribe from the list. Instructions for unsubscribing will appear in the footer of all list emails, as well as on the edu.au website.
- 3.4 The edu.au Registrar may disclose personal information to eDAC to enable eDAC to manage the edu.au domain.

4 PROTECTION OF PERSONAL INFORMATION

- 4.1 Access to personal information held by eDAC or the edu.au Registrar is limited to those employees or officers who specifically require it to carry out their work responsibilities. This extends to protecting personal information from misuse and loss, as well as from modification and disclosure.
- 4.2 All personal information will only be retained for a reasonable period of time. eDAC and the edu.au Registrar endeavour to maintain the security and integrity of all facilities by which personal information is stored.

5 ACCESS TO PERSONAL INFORMATION

- 5.1 eDAC and the edu.au Registrar are committed to processing personal information promptly and accurately. As part of this commitment, individuals who have

provided personal information to eDAC or to the edu.au Registrar may request access to their information in order to verify that it is accurate, complete and up-to-date.

- 5.2 Requests for access or correction to personal information should be directed to the edu.au Registrar. The edu.au Registrar reserves the right to refuse a request if it is vexatious or frivolous, or if legally entitled to do so.

6 REVIEW OF POLICY

- 6.1 eDAC reserves the right to revise this policy at any time and those people who volunteer their personal details to eDAC or to the edu.au Registrar are deemed to acknowledge and be bound by this policy and any changes made to it. This in no way affects the protection afforded under the relevant laws, according to which this policy was developed.