



## Privacy Policy

The VAAT is subject to Australian federal and state legislation relating to the privacy of personal information collected by the VAAT. The following sets out how the VAAT will deal with personal information recorded through the use of its web sites and mailing lists.

### Web page

- The VAAT web page is hosted by Bluehost. We automatically log usage of our websites. VAAT may make a record of your visit and log any of the following information for statistical and business purposes - the user's address, the user's domain name, IP address, the date and time of the visit, the pages accessed and documents downloaded, the search words/phrases used, the previous site visited and the type of browser used. Identification of the user may also be requested and logged.
- If you send us an email message, we may record your e-mail address.

### Postal and email mailing lists

- The VAAT maintains a database of personal information on subscribers to our postal and email lists. The personal information the VAAT collects may include your name, address, telephone and fax numbers, email address, and any further information you provide. This information may occasionally be provided to a third party for specific purposes, for example to a mailing organisation for distribution of our print newsletters, or a conference organiser promoting a conference of which the VAAT is a supporter or sponsor.

### VAAT Personnel Directory

- Our internal personnel directory contains contact information and also records details of the organisational role(s) of our staff, students and others closely affiliated with the VAAT (eg membership of VAAT committees).

Please be assured we will not disclose any personal information for any purpose other than those described above without your consent, except where the use or disclosure is required or authorised by or under law. The VAAT will make its best attempt to protect any personal information it holds from misuse, loss, unauthorised access, modification or disclosure. The VAAT does not sell, in whole or part, the personal information it collects and does not disclose it to other organisations, except as provided above.

On request, you are welcome to view the personal information that we hold about you. If you think that any personal information we hold about you is inaccurate, please contact us, and following authentication, we will take reasonable steps to ensure that it is corrected.

You may request that your address be removed from our mailing lists at any time by requesting removal via our web page: <http://www.VAAT.org.au/forms/removelist.htm>

or by returning the address sheet from print newsletters with the "Delete" option marked.