

Centre for Strategic Education Privacy Statement

About this Statement

The Centre for Strategic Education (CSE) 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 the CSE's 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 the CSE's sites. When you link to another site we recommend you read the privacy statement of that site.

The CSE has an information privacy policy and handles personal information in accordance with the Victorian Privacy laws – the *Information Privacy Act 2000* and *Health Records Act 2001*.

For more information, see: [Information Privacy Policy](#)

Collection of information

Two types of online data are collected by the CSE:

- visitor logs and statistics
- information provided by users through online forms, registration, databases and feedback

Visitor logs and statistics

The CSE's 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 CSE 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 CSE sites require visitors to provide personal information when they engage in online activities such as subscribing to conferences, participating in CSE email discussion groups, registering online for professional learning 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 telephone and fax numbers. The CSE 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 access to online services and monitoring such access. All CSE 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. The CSE does not make available to third parties (other than CSE staff or those under contract to conduct maintenance to web server components) any of your personal information which is stored on this website. Personal information is handled in accordance with Victorian privacy legislation and is stored and disposed of in accordance with CSE's Record Keeping Policy.

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.

The CSE has made every effort to implement security policies, rules and measures to protect your information from unauthorised access, improper use, alteration and destruction.

The CSE does not guarantee secure transmission of data transmitted via its websites. If you have any concerns providing the personal information asked for please call us on 03 9654 1200 and we can make arrangements to suit you.

Use of authenticated CSE websites

The CSE 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.

Cookies and web scripts

This website uses cookies which are small text files that are generated by our servers and stored onto your computer. They allow us to recognise when you return to certain sites and allow us to register user preferences.

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.

Pages on this site may be coded with scripts from Google Analytics. This is transparent to the user, as the software makes use of an invisible image at the bottom of the web page. This software stores a cookie in your browser, which contains a unique identifier, and sends information to Google Analytics. This enables Google Analytics to track the number of unique visitors to this site. In no way does this unique identifier identify a user personally.

For more information, see:

- [Google Analytics](#)
- [Google Privacy Centre](#)
- [Wikipedia page about HTTP cookies](#)

Comments about this Statement

The CSE welcomes your comments regarding this Privacy Statement. If you believe that this website or any CSE employee has not adhered to this Statement please contact the CSE by email, fax, or mail.

Contact:

Centre for Strategic Education

Mercer House

82 Jolimont Street, East Melbourne VIC 3002

Email: help@cse.edu.au

For more information, see:

- [Victorian Information Privacy Act 2000](#) or
- [Privacy Victoria](#)