

# Privacy Policy

**Emiic.net take the privacy, security and anonymity of those accessing our service extremely seriously. Our organisation is committed to the principle that you data and privacy is safe with us.**

The following policy is provided to ensure you are comfortable with the security and use of any personal information that may be collected or submitted to Emiic.net.

Please note that separate policies apply to the use of sites that are available through this site but are not operated directly by Emiic.net.

Specifically the policy covers:

1. How the information is collected?
2. What information is collected?
3. What is information used for?
4. Information sharing & disclosure
5. Mailing lists
6. Links to other websites
7. Changes to the Privacy Policy
8. Contact Us if you have a complaint or a question
9. Further information on privacy

Please note that you determine the extent of all personal information you submit to this site and may withdraw from mailing lists at any time.

## ***1. How is information collected?***

Emiic.net collects personal information, such as your name and contact details when you complete on-line forms. Examples of on-line forms include job applications or subscriptions to publications.

Information essential for us to action your request is clearly identified by red asterisks (\*). You will be prompted when submitting a form if mandatory data has not been completed. All other information requested is voluntary.

## ***2. What personal information is collected?***

This website collects two main categories of information about its users.

### *Anonymous Information*

This type of information does not alone identify specific individuals.

As most web sites do, we track usage patterns of our site on an anonymous aggregate basis. Each time you visit our site our web server makes a record of your visit. Specifically it records your:

- \* Internet Provider (IP) address
- \* Top level domain name (ie. .com, .gov, .au, .uk etc)
- \* Date and time of your visit
- \* Pages accessed and the documents downloaded

- \* Uniform Resource Locator (URL) of previously visited sites
- \* Search items entered

### *Personal Information*

This type of information may include your name, email and mailing addresses, and contact numbers. Please note that Emiic.net can only collate information you volunteer through the completion of on-line forms such as job or subscription applications.

We will record your email address if you send us a message.

### **3. What is information used for?**

Emiic.net collects information in order to improve levels of service to users of this site. We use Anonymous Information on an aggregate basis to analyse site usage patterns in order to improve the content of our site and make it easier to use.

Any Personal Information which we collect about you when you use our site will be used by us to provide you with the information that you have requested or to assess an application form which you have submitted to us.

We will NOT disclose your personal information to organisations outside of Emiic.net, or individuals not directly employed by Emiic.net. We will ONLY disclose your personal information, to individuals employed by Emiic.net, who have a “need to know“ in order to provide you with the services you have requested.

### **4. Information sharing & disclosure**

Emiic.net reserves the right to use or disclose any information as needed to satisfy any law, or to cooperate in any law enforcement investigation or to lessen a serious threat to a person's health or safety.

### **5. Mailing lists**

Emiic.net only distributes information via email to those who ask to receive it. If you are receiving information from us via email and you do not wish to receive this information any longer you are able to immediately unsubscribe from the mailing list by following the simple instructions that are included within each correspondence.

### **6. Links to other websites**

Parts of our site offer links to third party websites. These link sites are not under our control and we are not responsible for the conduct of companies linked to our site. If you visit one of these linked sites, we recommend you refer to their privacy policy or statement.

This Privacy Policy applies to the Emiic.net site only and assumes no responsibility for the policies or content of third party sites.

## **7. Changes to the Privacy Policy**

We may change this Privacy Policy at any time by posting the amended version on this website.

## **8. Contact Us if you have a complaint or a question**

*For Australian clients:* From 21 December 2001, in most cases, you have a right to access the personal information which we hold about you and to ensure the accuracy and completeness of our records. We will honour these requests from Australian based clients regardless of where there information is physically located. If you wish to view any personal information we hold about you, send an email to [admin@emiic.net](mailto:admin@emiic.net).