



UNIVERSITY HOUSE

UNIVERSITY OF MELBOURNE

University House is the home of The University Club at The University of Melbourne

Privacy Statement. www.uniclub.com.au

University House Commitment to Privacy

University House (the club) is committed to safe guarding your privacy.

Please read the following policy to understand how your personal information will be treated. Protecting your privacy and the confidentiality of your personal information has always been fundamental the way we do business within the club. This Privacy Policy informs you of the ways in which we ensure your privacy and the confidentiality of your information is protected.

Employees of the club are aware of the procedures that must be taken to safeguard information and, to us, protecting the confidentiality of your information is more than a procedure - its part of our jobs.

Online Privacy Policy

This online Privacy Policy is provided to make you aware of how the club collects uses and manages information of visitors to its Internet web sites and online services. The club and its related entities view the personal privacy of users as an important issue, and are committed to maintaining the security of personal information provided to the club by users in accessing online services and sites. This policy forms part of the terms of use of the club's online services and web site, and describes how the club treats personal information that it receives through use of these services. From time to time, the club may make changes to its Privacy Policy to reflect changes in its business or to serve you better. The club will use reasonable efforts to publish any such changes in the Privacy Policy. Therefore, we suggest that you return to the web site on a regular basis and carefully read the information provided.

The club's Privacy Policy is based on four basic principles:

- You will always be advised when the club is collecting information about you or your online preferences and expectations and that it will be made clear how that information is to be used.
- You will be able to choose whether or not you want to provide that information.
- Any information collected about you will be secured and not shared with any third parties unless you give prior permission for that information to be shared.
- You will have access to any personal information the club collects and keeps about you and you will be able to securely change or delete that information at any time. Because the club offers a wide range of online and other services to its members and other users the amount of information the club needs to collect in order to serve you will vary from case to case. Regardless of the amount of information collected the four principles above will apply.

Please note that where the club makes some other websites available to you from hyperlinks through our online services or advises of other web sites, these web sites are not subject the club's Privacy Policy. You should review the privacy policy of each individual web site you access and assess whether the policy of each web site is satisfactory to you before you use the other web sites.

This Privacy Policy will be updated to insure the club has complied with all of the obligations that will be imposed on it by Privacy Amendment (Private Sector) Act 2000 (Commonwealth), which comes into operation on 21 December 2001.

Visitors

The club collects the following information regarding visitors to our website: domain name, name, information regarding what pages is accessed, information volunteered by you, such as survey information, email address, or website registrations, and your preferred mean of communication. The club collects and logs this information for statistical purposes. The club also uses this information in order to provide you with a personalized experience when you visit the club's web sites. Through the use of a cookie (see under —cookies"), the club can record the pages you visit and the information you require. Through analysis of these records, the club provides you with an improved service when you revisit the web site. Other than stated in the preceding, no attempt is made to identify users of their browsing activities except, in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect logs, or where the club believes it is required to collect and produce relevant electronic documentation to fulfil its obligations to third parties, including statutory organizations under local law.

Except as specifically stated in this Privacy Policy, we will not share your personally identifiable information with any other club or company that is not associated with the club.

Membership Applications

Through its membership and supporter services, the club's web site, online services and membership applications. Information submitted is securely stored and managed in line with this Privacy Policy.

How Do We Protect Your Information

We will protect your information with appropriate safeguards and security measures. We have thorough security standards to protect our systems and your information against unauthorized access and use. We audit our procedures and security measures regularly to ensure that they are being properly administered and that they remain effective and appropriate. The length of time we retain information varies depending on the nature of the information. This period may extend beyond the end of your relationship with us but only for so long as it is legally necessary for us to have sufficient information to respond to any issue that may arise at a later date or as otherwise required by regulatory agencies. When your information is no longer needed for the purposes explained to you, we have procedures to destroy, delete, erase or convert it to an anonymous form.

Security

The club takes all reasonable security measures to protect personal information from loss, unauthorized access, destruction, misuse, modification or disclosure. As far as permissible under law, the club accepts no responsibility for the unauthorized access or personal information held by the club. The club has in place an Internet firewall designed to securely separate the Internet from the club's internal computer systems and databases. An Internet Firewall is made up of a combination of hardware and software, which is designed to securely separate the Internet from internal computer systems and databases. At the club, data coming from your computer via the Internet flows through a series of safety checkpoints on its way to our internal systems. Data is encrypted between the customer and internal systems to protect it from unauthorized disclosure or modification.

Your Right To Access Your Information

We will give you access to the information we have about you. If you require other information, simply contact the club on +61(03)834452544 or email at membership@uniclub.com.au

Keeping Your Information Accurate

We will make reasonable efforts to keep your information accurate and up-to-date. Having accurate information about you enables us to give you the best possible service, especially in our member and support services. You can help by keeping us informed of any changes such as if you move or change telephone numbers. If you let us know as soon as possible of the changes, we will make the corrections immediately to ensure that we only have correct information available.

Your Role In Safeguarding Your Information

Our security standards are high. We test every electronic product to ensure that it meets our criteria. However, the software that you run on your own PC and the Internet itself can impact the "secure environment" necessary for undertaking Internet services with the club. You also play an important role in maintaining the security of your information while using the Internet. You should ensure that you are familiar and comfortable with the security level of your browser and watch for security alerts affecting the software on your PC or the browser you are using.

Use of Cookies

In order to improve our site, we utilize "cookies" to maintain a record of your visit. A cookie is a small amount of data that is transferred to a web browser by a web server and can only be read by the server that gave it to you. This information does not identify you personally and you remain anonymous unless you have otherwise provided the club with personal identifiable information. If you do not wish to accept cookies you will find instructions for disabling this function within your browser. In Internet Explorer choose "Internet Options" or in Netscape Navigator choose "Internet Preferences".

Members and Supporter Services

The club's member and supporter operations offer services so that you may receive information about the club, our services, products and latest news by email. While the club endeavours to provide you with this information on a timely basis, the club cannot guarantee that delivery by email will not be unavoidably delayed. The club collects details in a membership database and will not make membership details to external parties.

If you have any concerns or questions about privacy and confidentiality - or any concerns about the way a request for information was handled, you can contact us on +61(03) 83445254 or via email at membership@uniclub.com.au.