



The Sisters of the
LITTLE COMPANY OF MARY
PROVINCE ADMINISTRATION

Postal Address: PO Box 789 Hurstville BC NSW 1481

WEBSITE PRIVACY POLICY

Introduction

- This Privacy Policy is issued by the Little Company of Mary - Australia (herein called the "Little Company of Mary", "LCM", "we", "us" or "our").
- This Privacy Policy Statement applies to use of the www.lcm.org.au website.
- This Privacy Policy should be read alongside our Privacy Policy titled "Personal Information Held in Databases".
- The Little Company of Mary complies with the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles (**APPs**) as defined in the Privacy Act, and the *Health Records and Information Privacy Act 2002* (NSW).
- This Privacy Policy details the information collected, why it is collected and how it is used. The Policy has been prepared following a Privacy Audit.
- The activities and functions of the Little Company of Mary necessitate the handling of personal information of users of our website.
- The Little Company of Mary regards its privacy obligations as extremely important and its actions are directed to complying with the laws to which it is subject.

Your Personal Information

- The LCM will collect and maintain in our database and files certain personally identifiable information from you only when you provide it to use on a voluntary basis, for example, when you make an enquiry, contact us, subscribe to publications, use an opt-in mailing list, or agree to be interviewed or photographed.
- You can choose not to provide your personal information or you may just want to deal with us anonymously or by using a pseudonym. If this happens, we may not be able to provide you with the product you asked for or give you the level of service you expect.

Use of Information

- The LCM may use your personally identifiable information for the purpose of IT mailing, to improve our website, for providing a service to you and for system administration.
- We will take reasonable steps to ensure that all information we collect or use is accurate, complete, up to date, stored in a secure environment and accessible only by authorised persons.
- No data transmission over the Internet can be guaranteed to be 100% secure. While we strive to protect your personal information from misuse, loss or unauthorised access, we cannot guarantee the security of any information you transmit or receive from our online service. These activities are conducted at your own risk. As soon as we receive your transmission we make our best efforts to ensure its security.
- We will not share any information about you with third parties, except as provided by the Privacy Act.
- If personal information is sent overseas the Little Company of Mary will use reasonable

endeavours to ensure that the overseas recipient will either handle the personal information in accordance with the APPs or in accordance with an enforceable law that protects personal information in a way similar to the APPs.

Your Rights

- If you do not want your personally identifiable information to be published in the LCM Address Guide or to be used on our website, or for promotional purposes, you may contact the Province at pac@lcm.org.au
- You may always review your personally identifiable information and may change, update or correct it as needed in line with legislation. To do this you should email the Province at pac@lcm.org.au

Children

- The safety of children is very important to us.
- We ask that children under the age of 18 have a parent or guardian verify their contact with us. Whilst we make every reasonable effort to ensure that children's privacy and other rights are not compromised, it is ultimately the responsibility of parents to monitor their children's internet usage.

Cookies

- Our website does not currently use cookies. We may, however, at some future date use cookies to allow you to use our services with greater ease and efficiency.
- Our cookies contain no personally identifiable information, but are small alphanumeric text files transferred from our website to your hard drive to facilitate access to and use of our site. They may also provide us with aggregate statistical information about site usage.
- You may configure your browser so that you are notified before a cookie is downloaded or so that your browser does not accept cookies.
- To disable or clear your cookies, please refer to the help menu within your Internet browser.

Your Consent

- By using our www.lcm.org.au website, you are consenting to this Privacy Policy. The Little Company of Mary periodically reviews this Privacy Policy, and if we ever change our Privacy Policy, we shall post any changes on this page so that you are always kept informed of the information we collect, how we use it and the circumstances under which we disclose it, if at all.

Complaints Procedure

If you are unhappy with how your personal information is handled, accessed, stored, or disseminated, you can make a complaint in the following manner:

1. Set out the complaint in writing to the Privacy Officer, who will deal with the complaint in accordance with the relevant legislation.
2. If you are not satisfied you may appeal to the Privacy Sub-Committee of the Little Company of Mary.
3. If you are still not satisfied, you may appeal to the Province Leader for a review of the Committee's decision.
4. Complaints made under the Commonwealth Privacy Act may appeal to the Privacy Commissioner.
5. Complaints made under *Health Records and Information Privacy Act* may appeal to the

Information and Privacy Commission NSW or the NSW Civil and Administrative Tribunal.

Changes to the Privacy Policy

If you have any questions or comments about our Privacy Policy, please write to our Privacy Officer at

Little Company of Mary

Province Administration Centre

PO Box 789

Hurstville BC, NSW, 1481