

## Privacy Statement

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### **about this privacy statement**

We are committed to protecting the privacy of your personal information. As part of our commitment we have adopted this privacy statement.

This privacy statement covers personal information collected via our web site at [www.segc.com.au](http://www.segc.com.au). It sets out how and when we collect, use and disclose your personal information. Further details of our privacy policies are contained in [SEGC's Privacy Policy Statement](#).

We may make changes to this statement from time to time. We will publish those changes on our web site. This privacy statement was last amended in February 2003.

### **what sort of information do we collect and hold?**

The only personal information we collect about you is what you tell us about yourself. For example, if you send us an email we will collect personal information such as your email address.

We also use technology to collect information on web site activity in a non personal aggregated form. This information identifies statistical information such as the number of users who visit the web site, the date and time of the visits and the number of pages viewed. It does not identify an individual user of the web site. The information is used by us to improve the functionality of our web site.

### **how do we use and disclose this information?**

Any information you disclose to us will be treated as strictly confidential. We will only use personal information for the purpose for which you provided it. It may be necessary to disclose that information to another person or organisation if it is necessary to meet the purpose for which you have submitted the information. Otherwise we will not disclose it to anyone else without your consent unless we are required or authorised to do so by law.

### **access to your information**

We retain personal information provided to us in either electronic or paper based form. We will store it for as long as we consider it necessary to do so. If the information is no longer required we will destroy or de identify it.

You can ask us to provide you with access to the personal information we hold about you. If we are able to we will provide you with access. If we deny your request for access we will let you know why. Access will be provided free of charge.

### **accuracy of information**

We aim to ensure that the personal information that we hold is accurate, complete and up to date. If you believe that any information we have about you is inaccurate or out of date, please let us know so that we may review it and, if necessary, take steps to ensure that it is corrected.

### **security of information**

We cannot ensure the security of any information that you transmit to us over the Internet (including your email address) and you do so at your own risk. Once we receive your transmission, however, we do our best to protect the security and integrity of your information.

Our web site contains links to other web sites. SEGC is not responsible for the privacy practices or the content of these web sites.

### **contact us**

If you would like any further information about SEGC's privacy policies please [contact us](#).