



.au Community Domains Trust

PRIVACY POLICY

1. BACKGROUND

- 1.1. This document sets out auCD's privacy policy drafted in response to the *Privacy Act 1988 (Privacy Act)* to codify auCD's commitment to the responsible collection and use of personal information by auCD.
- 1.2. auCD strongly advocates the protection of all personal information, and believes that the adoption and implementation of this policy represents good business practice. auCD's commitment to this policy ensures that individuals are made aware of:
 - a) when information about them is being collected;
 - b) the purpose for which it is being collected;
 - c) whether the information may be passed on to third parties; and
 - d) the rights of individuals to have some control over the way any information about them is handled and maintained.
- 1.3. The policy has been drafted to adhere to the National Privacy Principles outlined in the Privacy Act. More information about the Privacy Act is available on the Australian Privacy Commissioner's website at <http://www.privacy.gov.au> or on the Privacy Hotline number 1300 363 992.
- 1.4. This policy applies only to the collection and use of personal information by auCD. It does not apply to the collection and use of personal information by members of the domain name industry operating within the .au domain. Under auDA's Registry Licence Agreement and Registrar Agreement, registry operators and registrars are required to develop their own private policy in accordance with the requirements of the Privacy Act.

2. COLLECTION OF PERSONAL INFORMATION

- 2.1. The personal information held by auCD is collected for the purpose of meeting its objectives as the facilitator and administrator of the Community

Geographic Domain Names in the .au domain (**Objectives**) and providing the services necessary for meeting those objectives.

- 2.2. In the course of meeting auCD's Objectives, auCD may collect personal information in order to:
 - a) process applications for Community Geographic Domains;
 - b) field and deal with consumer enquiries and complaints;
 - c) refer persons to appropriate bodies according to the nature of the person's inquiry; and
 - d) canvas stakeholders for their views, opinions and suggestions in relation to the community geographic domain names.
- 2.3. auCD limits the collection of personal information to that which is required to perform the functions listed above. auCD may also process applications for employment with auCD.
- 2.4. auCD does not require or collect personal information which would be considered "sensitive" under the Privacy Act.
- 2.5. auCD website does not utilise "cookies". auCD's website may feature links to other websites. auCD is not responsible for the content and privacy practices of other such websites.

3. USE OF PERSONAL INFORMATION

- 3.1. The way in which auCD uses personal information is dictated by purpose for which the information is collected. As most information is collected directly from the relevant individual, that individual will normally be aware of the purpose of the collection.
- 3.2. auCD may disclose personal information to other organisations it works with (**auCD's Partners**) for purposes related to auCD's Objectives.
- 3.3. auCD will only use personal information for a purpose other than the primary purpose (ie. a secondary purpose) where:
 - a) that individual has consented;
 - b) the secondary purpose is directly related to the primary purpose and the individual would reasonably expect auCD to use or disclose the information in such a way; or
 - c) we are permitted or required by law, or it is in the interests of public safety to do so.

- 3.4. People who subscribe to one of auCD's mailing lists (such as the auCD News List) may decide at any time to unsubscribe from the list. Instructions for unsubscribing will appear in the footer of all list emails, as well as on the auCD website.

4. PROTECTION OF PERSONAL INFORMATION

- 4.1. Access to personal information held by auCD is limited to those employees and auCD Partners who specifically require it to carry out their work responsibilities. This extends to protecting personal information from misuse and loss, as well as from modification and disclosure.
- 4.2. All personal information will only be retained for a reasonable period of time and any information no longer needed by auCD will be destroyed or de-identified. auCD endeavours to maintain the security and integrity of all facilities by which personal information is stored.

5. ACCESS TO PERSONAL INFORMATION

- 5.1. auCD is committed to processing personal information promptly and accurately. As part of this commitment, individuals who have provided personal information to auCD may request access to their information in order to verify that is accurate, complete and up-to-date.
- 5.2. Requests for access or correction to personal information should be directed to auCD's General Manager. auCD reserves the right to refuse a request if it is vexatious or frivolous, or if we are legally entitled to do so.

6. REVIEW OF POLICY

- 6.1. auCD reserves the right to revise the policy at any time and those people who volunteer their personal details to auCD are deemed to acknowledge and be bound by this policy and any changes made to it. This in no way affects the protection afforded under the relevant laws, according to which this policy was developed.