

This Privacy Statement is made on behalf of the Canberra Business Council Inc and all references to 'we', 'us' or 'our' in this statement are references to the Canberra Business Council Inc (ABN 857 321 204 94).

Protecting your information is important

At the Canberra Business Council we understand the importance you attach to information that identifies you (your 'personal information') and want to help you protect it. We want you to be able to deal with us in full confidence that your personal information will only be dealt with by us in the ways we have described to you and that it will be held securely.

This Privacy Statement tells you how we collect information when you visit this site, what we do with that information and how you can gain access to personal information held by us.

What information we collect about you and what we do with it

Collection of Information through the Web site

The Canberra Business Council collects information about you each time you come to any part of the Canberra Business Council web site. We also collect information regarding the last site you visited before coming to the Canberra Business Council web site. This information is collected for statistical analysis to continually improve the Canberra Business Council services and web site and no attempt is made by the Canberra Business Council to identify the user.

When you send a message to the Canberra Business Council

If you submit information to us either using an electronic form or application or by sending an email we collect that information and use it for the purposes that you have provided it. For example, if you apply on-line to book our conference facilities, the Canberra Business Council will use the information to process your booking and issue your booking and payment advice. Your details will not be used to add to a general mailing list, without your prior consent.

When Using the Members On-line Services

The Canberra Business Council also maintains a database of Members and subscribers which will from time to time be used by the Canberra Business Council for marketing purposes or for the provision of industry information. If you are receiving advertising or other promotional material from the Canberra Business Council you may ask to be taken off our mailing list at any time by sending an email to secretariat@canberrabusinesscouncil.com.au. The Canberra Business Council from time to time may subscribe to advertising or promotional campaigns using third party companies who use their own lists. At no time will the Canberra Business Council Member or subscriber lists be provided to any third party company for any promotional or advertising purpose without the consent of the Members or subscribers. The Canberra Business Council requests that these companies make an Unsubscribed facility available with any list that relates to or links to the Canberra Business Council. We will not sell or give personal information to third parties for promotions independent of the Canberra Business Council.

What is a Cookie and what are they used for?

A cookie is a text file placed into the memory of your computer by our computers. A copy of this text file can be retrieved by our computer. Cookies are used for a number of purposes. The Canberra Business Council uses cookies to identify you for the purpose of aiding security in your use of the web site. The temporary cookies assigned to non-registered users are not traceable and are not stored on your computer's hard drive. You may configure your browser to turn off your receipt of cookies, however, by doing this you may not be able to utilise all of the services that the Canberra Business Council has to offer.

Access to Your Personal Information

You may request details of the personal information that the Canberra Business Council holds about you, by writing or contacting the Canberra Business Council at any time. The Canberra Business Council may charge a fee for the provision of this information to cover administrative costs. However, you will be informed of any fee at the time the request is made. The Canberra Business Council will not deny you access to any personal information following a request for access without providing you with a reason for such a denial. We rely on the accuracy of the information you provide to us. If you think that we hold information about you that is incorrect in any way, or out of date, or you simply want to

Our security procedures

In designing this web site, we have incorporated security procedures and practices that we consider are consistent with Australian industry practice. We review our security procedures from time to time and update them when relevant. Personal information about you and your business with the Canberra Business Council is only accessible by you and by those who are authorised by us to access it. They also must use a password, and are bound to safeguard the information and access it only for approved business purposes.

Links to other sites

You may be able to access various other sites by clicking on links that we have provided. You should be aware that other sites are not subject to our privacy standards and procedures. You will need to contact them directly to ascertain their privacy standards.

Changes to our Privacy Statement

This information relates to our current privacy standards. We may vary our privacy standards from time to time. We will notify you of these changes by publishing them on this web site - we will not separately notify you of these changes.

Feedback

If you have any comments or suggestions regarding our web site or this privacy statement please email us on secretariat@canberrabusinesscouncil.com.au.

Enquiries

If you have any privacy or security concerns, please contact: secretariat@canberrabusinesscouncil.com.au