

## **Privacy Policy - Electronic Communication**

### **Internet and Software Copyright Policy**

BGGS is committed to providing security and protection of personal information to our staff, students and wider community. For this reason it is important for us to monitor the use of our web site by people requesting information or browsing the site.

At BGGS we respect the rights of the public and their privacy and we have developed a Privacy Policy for electronic communications to inform you about our privacy practices in relation to our web site.

If you visit our site to read or download information, the following is recorded on our server:

- Your browser's internet address.
- The name of the top-level domain from which you access the Internet (for example, .gov, .com, .edu, .org, .au, .nz etc).
- The type of browser software you use.
- The date and time you access our site.
- The pages you have accessed and the documents downloaded.
- The Internet address which you visit directly from our site.

We do not collect any personal information from a visitor to our site unless that visitor explicitly and intentionally provides it. Under no circumstances do we collect any personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, or sexual orientation. If you are simply browsing our site, we do not gather any personal information about you.

No attempt will be made to identify users or their browsing activities except, in the event of an investigation by a law enforcement agency, in which case we will comply with a warrant to inspect our records and those of our Internet Service Provider.

### **Email**

Your e-mail address will only be recorded if you choose to send us a message or complete a web form. It will only be used for the purpose for which you have provided it and will not be added to a mailing list other than a list specifically requested by you, such as the *BGGS News* email list or the Old Girls Email List. We will not use your e-mail address for any other purpose, and will not disclose it to any other person (except in compliance with an investigation as noted above).

**Please Note:** BGGS recognises the insecure nature of e-mail and while every effort to maintain your confidentiality will be taken, the School is unable to guarantee the privacy of information transmitted via this system.

### **Copyright**

In Australia, copyright law is contained in the *Copyright Act* 1968 (Cth) and court decisions. BGGS does not authorise works to be reproduced in breach of copyright.

Reproduction may occur by printing, saving to disk, copying files or downloading from the Internet. It should not be assumed by students or staff that a work is available to download, simply because it appears on the internet.

Users of the BGGs Internet site who become aware of infringing material present on the site should contact the BGGs Webmaster in the first instance.