



## PRIVACY POLICY

Thank you for visiting the TWL site, and reviewing the privacy policy. TWL is committed to respecting women's rights to privacy and confidentiality, and in accordance with website privacy guidelines. This policy tells you how we protect any personal information collected.

### What is personal information?

According to the 'Federal Privacy Act 1988', "**personal information**" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether **recorded** in a material form or not, about an **individual** whose identity is apparent, or can reasonably be ascertained, from the information or opinion. This does not include information that is available in a public publication.

### What information is collected and how do we use it?

Unless you request information or a service, we do not collect personal information. The kinds of information we collect will depend on the services you request from us. For example, requesting a news letter will require you providing an address and/or and email. A request to use the facilities would require you to provide us with more detailed information.

When you visit our web site the following information may be gathered to assist us understanding who is interested in our service:

- The type of browser and operating system you use;
- The date and time you access our site;
- The pages you have accessed;
- The previous Internet address from which you linked directly to our site.

### Storing of Information:

Your information is held either in paper-based records or in electronic form in our databases. We take proper precautions to ensure the security of that information. If your information is no longer needed, we will either delete it from our systems or de-identify it, so that it cannot be attributed to you personally.

### Disclosing of Information:

We do not disclose your information to anyone else without your consent; we do not sell email lists.

Our web site contains links to other sites, and we are not responsible for the content and the privacy practices of these sites. You should examine each site's privacy policies and make your own decisions regarding the site and the information they contain.

### USE OF "COOKIES"

A "cookie" is a piece of information or small file that an Internet web site sends to your browser when you access information at that site. This web site uses a "cookie" for maintaining contact with you while you are in the site. The cookie allows this web site to recognise you as an individual as you move from one page to another and this information is used to gather meaningful statistics about the site's usage and it is analysed to improve the design of the site. We will record your email address and certain other personal information if you choose to send us a message from our website. We will only use the personal information in the email for the purpose for which you have provided it. Your email address will not be added to a mailing list. We will not use your e-mail address for any other purpose, and will not disclose it, without your consent. However, you need to be aware of the insecure nature of e-mail and while we will make every effort to maintain your confidentiality we are unable to guarantee the privacy of information transmitted via this system.

#### NOTICE TO PARENTS

Parents or guardians: we want to help you guard your children's privacy. We encourage you to talk to your children about safe and responsible use of their personal information while using the Internet.