



# Privacy Policy

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VERSION V1.



## 1. Privacy Statement

**1.1** As a member of Adelaide Education Group, Adelaide International School (AIS) respects your privacy and is committed to protecting your personal information. Our privacy policy outlines how we collect and manage, use and protect your personal information. It also sets out your rights in relation to accessing the personal information we collect and hold about you. We are bound by the Australian Privacy Principles (APP's) in the Privacy Act 1988.

**1.2** Personal information is defined in the Privacy Act 1988 and means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

**1.3** Our Website may contain links to third party websites such as "Facebook". We are not responsible for the privacy policies of any third-party websites. We recommend that you review the privacy policy of each website you visit.

## 2. Collection of Personal Information

**2.1** AIS only collects personal information for the purposes of conducting our business as an online retailer and trader. The personal information we collect from you will include information you give us when you:

- (a) register or subscribe to our Website.
- (b) complete a transaction with us; and
- (c) contact us.

**2.2** The personal information that we collect on individuals may include, but is not limited to:

- (a) your name.
- (b) your contact details including your email, home address and billing address.
- (c) your payment details; and
- (d) other personal information that we collect during a transaction or that you provide to us when you contact us.

**2.3** We may collect personal information from individuals who are not customers of our business but whose personal information is given to us by those individuals via our Website (including Help Centre) or during a transaction.

**2.4** Where reasonably practicable, we attempt to collect information directly from individuals. When we collect information, we will generally explain to the individual why we are c

**2.6** We will collect personal information from you by lawful and fair means and not in an unreasonably intrusive way.

**2.7** When you visit our Website, we, and/or third parties, may place cookies on your browser to enhance and manage our website and improve our business and the services we provide to you. By using the website and agreeing to this policy, you grant us permission to place and store cookies on your browser. Cookies may be used by us to collect the following information:

- (a)** your computer's operating system.
- (b)** your computer's browser type and capabilities.
- (c)** your computer's Internet Protocol (IP) address and geolocation.
- (d)** web pages visited, including how you were referred to each web page; and
- (e)** web page usage statistics, including the time spent on each web page.

Cookies can be managed by accessing the individual settings in your browser.

**2.8** We will not identify users or their brows5a/Fy0 595.32 841.9tilitpeagxcep noWe he agbagtagser.

