

# Digital Privacy Policy

This policy relates to the collection, storage and use of your personal information by the Institute of Public Administration Australia (IPAA) as a result of your use of this website.

## 1. What personal information may be collected by IPAA?

IPAA will only collect the personal information that you volunteer to provide when using the contact form 'KEEP IN TOUCH WITH YOUR IPAA' or via an email sent to an address listed on our Contact Page.

The personal information includes your first name, last name, email address and any additional information that you choose to include in a message to us.

## 2. What personal information may be stored by IPAA?

IPAA will store a secure copy of your message and any associated personal information provided as a result of your use of this website's contact form, or via an email sent to an address listed on our Contact Page.

## 3. How will IPAA use the personal information you provide?

IPAA will only use your personal information to respond to a message that you send us through this website's contact form, or via an email sent to an address listed on our Contact Page.

## 4. Will IPAA disclose your personal information to third-parties?

No. IPAA will only use your personal information to respond to a message that you have initiated through this website's contact form or via an email to an address listed on our Contact Page.

## 5. What data will this website collect?

Unless you choose not to accept cookies through your web browser settings, this website will collect a range of data associated with your visit and exploration of its content.

Cookies are used to improve your experience of our website and to keep it running smoothly.

The cookies collect a range of operational data that are used for statistical purposes, including:

- your server address
- the name of the top-level domain from which you access the internet (e.g. .gov, .com, .au, .nz, etc)
- the date and time of your visit to the site
- the pages you accessed and documents downloaded
- the address of the site from which you may have been directed from in landing on our site.

## 6. Will IPAA identify website users?

IPAA will not identify users or their browsing activities on our website, except where a law enforcement agency (or other authorised government agency) chooses to exercise a legal authority to inspect the ISP logs (e.g. by warrant, subpoena or notice to produce).

## 7. Is IPAA responsible for the content and privacy practices of the websites it links to?

No. While this website contains links to other websites IPAA is not responsible for the content and privacy practices of these other websites.

IPAA encourages users to examine the privacy policies of linked websites, and make an evaluation of the accuracy, reliability and correctness of their material and content when accessing them.

## 8. How does IPAA keep your personal information secure?

IPAA aims to keep your personal information secure by:

- having a Secure Sockets Layer (SSL) certificate — which ensures the data from your computer or mobile device is encrypted during exchanges with our server
- hosting the site on a premium Australian-based Virtual Private Server
- applying security updates to the site within 24 hours of their release, and
- monitoring the security of the site and applying fixes in the event of a breach.

However, users need to be mindful that while IPAA takes all reasonable steps to keep your personal information secure there will always be some risks in transmitting data via the internet.

As such IPAA cannot and does not warrant the security of any information transmitted to it over the internet. People who choose to communicate with IPAA by using this website's contact form — or by email sent to an address listed on our Contact Page — do so at their own risk.

## 9. Can I access my personal information held by IPAA?

Yes. If you want to access your personal information held by IPAA as a result of your use of this website please contact the [Manager, IPAA National](#).

## 10. Will you delete my personal information if I request it?

Yes. If you want your personal information stored by IPAA as a result of your use of this website to be deleted please contact the [Manager, IPAA National](#).

## 11. Do you plan to change this privacy policy?

IPAA may change this privacy policy from time to time. Any changes will be posted on this website.

Last updated: 28 June 2019.