



PRIVACY STATEMENT

Your Privacy is Important

Your privacy is very important to us and we will always act to protect your information. We take this responsibility seriously and are very careful about how and when your personal information is collected, used and shared. For that reason, we have adopted this policy for dealing with any personal information you provide to us via the Online Boutique. A copy of the our full Privacy Policy is available at [www.stritas.qld.edu.au/Our College/Policies and Reports](http://www.stritas.qld.edu.au/Our%20College/Policies%20and%20Reports).

What types of personal information do we collect?

When you submit an order, we will collect certain personal information, such as your name and e-mail address. We may also request you to provide additional information from time to time if that information will assist us in improving our service and the benefits we offer to people using this website. Outside of information that you enter at our website, we also receive and may store certain types of information through the use of 'Cookies', when you interact with St Rita's via the Internet. Cookies are alphanumeric identifiers that are placed on your computer's hard drive through your web browser. Most Internet browsers are pre-set to accept cookies. If you prefer not to receive cookies, you can adjust your Internet browser to disable or to warn you when cookies are used. We recommend that you leave your Cookies enabled as they allow our systems to recognise your browser and provide quicker and easier use of our website.

How do we collect personal information from you?

We will ask you directly if we require any personal information from you. Where practicable, we will give you the opportunity to decline to provide any personal information we request.

How will we use the personal information we collect?

We will only use and disclose the personal information we collect for the purposes for which we collect it, or for other directly related purposes.

Will we disclose the personal information you provide to another person?

We will not disclose your personal information to another person or organisation other than for the purposes for which you provide that information to us. However, we may need to pass your personal details, such as your name and address, to companies who perform part of our service delivery. We may otherwise use or disclose your personal information where required or authorised by law. If we wish to disclose your personal information other than in the circumstances detailed above, we will use our reasonable endeavours to seek your consent before doing so.

Will your personal information be secure?

We have adopted security procedures in an effort to protect the privacy of your personal information at all times.

Questions and Feedback

We welcome your feedback. We take reasonable steps to make sure that the personal information we collect, use and disclose is accurate, complete and up-to-date. If you have any questions or feedback about privacy, or wish to make a complaint, please contact us using the 'Contact Details' below or by mail at: 41 Enderley Road, Clayfield, QLD 4011.

REVIEW AND APPROVAL

Version	Author	Authorisation	Approval Date	Next Review
1.0	Business Manager	CLT	June 2019	2021