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### **Privacy statement**

Wein Mediation respects your privacy. We have developed our own privacy policy, which embody the National Privacy Principles in the Privacy Act 1988 (Privacy Act). This statement explains the type of information that is collected by Wein Mediation, how such information is used and under what circumstances and to whom it may be disclosed. If you have any privacy concerns, you should direct them to the web manager.

We generally only collect personal information from this website when it is provided voluntarily by you. When you visit this website or download information from it, our Internet Service Provider (ISP) makes a record of your visit and records the following information:

- the user's server address
- the user's top level domain name
- the date and time of access to the site
- the pages you accessed and the documents you downloaded
- the search terms you used
- the previous site you visited
- your top level domain name (such as .com, .gov, .au, et cetera), and
- the browser and operating system you used in visiting our site.

### **Use and disclosure of your personal information**

Personal information you supply on-line will be used by Wein Mediation in conducting the business of Wein Mediation and managing client and party relationships and forwarding information to staff, mediators and other alternative dispute resolution specialists contracted by Wein Mediation from time to time.

Such uses enable us to improve the services we offer to you and our clients and allows us to advise you of our services, events, publications or changes in our services that we consider relevant to you and our clients. Wein Mediation may also use your IP address to help diagnose problems with a server and to administer a web site.

When accessing this internet site you may be required to provide personal information. This information will only be used for the stated purpose, and will not be disclosed without your consent unless we are required by law to do so, for example, to comply with a search warrant or subpoena.



## Personal information

Information provided through Wein Mediation website will comply with Information Privacy Principles in the Privacy Act and particularly principles 1 to 3 and 10 and 11. Stated simply these principles are

- Principle 1 - Collection of information must be lawful and fair
- Principle 2 - Informing people why information is collected
- Principle 3 - Ensuring personal information collected is of good quality and not too intrusive
- Principle 10 - Limiting the use of personal information to the purposes for which it was collected
- Principle 11 - Preventing the disclosure of personal information outside the agency.

## Application of cookies

A cookie is a message given to your web browser by our web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server.

We make limited use of cookies on this website. We use cookies to measure usage sessions accurately, and to gain a clear picture of which areas of the sites attract traffic. We also use cookies to improve the functionality of our website.

Most Internet browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings of your browser to refuse all cookies or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not.

## Your email address

Wein Mediation will only record your email address in the event that you send us a message by email. Your email address will only be used for the purpose for which you have provided it and will not be added to any mailing lists without your prior consent by way of a specific request in writing. We will not use or disclose your email address for any other purpose, without your prior written consent.

## Links

This Website may, from time to time, contain links to the websites of other organisations which may be of interest to you. Linked websites are responsible for their own privacy practices and you should check those websites for their respective privacy statements.

## Contact us

If you have any queries, concerns or require further information relating to privacy and Wein Mediation, you are invited to email Wein Mediation Web Manager. If you would like more information concerning how we use your information, the accuracy of any information or our policies regarding privacy, please contact:

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