

Personal information collected at The Centre for Independent Studies through the CIS website is handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW) (PPIPA). This CIS Website Privacy Statement describes the ways in which CIS deals with personal information and other data collected through CIS websites.

Automatic collection of personal information

CIS may collect personal information and other data from you through the use of a Cookie or other automated means including server logs. A Cookie is a packet of data that a website puts on your computer's hard disk to identify you as a visitor to that website. The information collected by CIS through Cookies and other means may include: your server address; your domain name; your IP address; the date and time of your visit; the pages accessed and documents downloaded; the previous site visited; the type of browser you used. You may choose to disallow Cookies through your web browser settings.

Use and disclosure of Personal Information

Personal information provided by you to CIS will be used by CIS for the primary purpose for which you provided it and for other secondary purposes directly related to that primary purpose. The CIS is not responsible for the privacy practices of web sites external to CIS.

The information that is automatically collected during each visit to a CIS website is aggregated by CIS with similar logged information. This aggregated information may be published by CIS in internal reports to assist CIS identify patterns of website usage and to improve and maintain the service of CIS websites and any services offered. Aggregated information does not identify individual users and does not include personal information.

CIS will not otherwise disclose your personal information without your consent unless otherwise authorised by law. CIS may disclose personal information to a third party if the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person.

Security Information

Users should note that there are risks associated with the transmission of information over the Internet. Users should therefore make their own assessment of risks in the provision of

information to the CIS's Internet site.

The CIS can of course provide you alternative means of dealing with it and transacting business with it if you feel uncomfortable with electronic transmission of information.

The CIS endeavours to provide a safe means of transacting business in a manner which effects compliance with the PPIPA. Commercial in confidence matters are protected by both the PPIPA and the Freedom of Information Act.

Contacting Us - An Important Note

You may wish to contact us for a variety of reasons. In such cases we will need your name and contact details so that we can provide the information or graphic requested. If you do not provide sufficient particulars, we may not be able to get the requested information or graphics to you.

Access, Further Information and Complaints

You are entitled to access to all personal information held by The Centre for Independent Studies which identifies you. If you would like to exercise your right of access please contact The Centre for Independent Studies online privacy officer whose details are set out below.

If you would like further information or if you wish to make a complaint about the collection or use of information via this website, please contact The Centre for Independent Studies at the following email address: office@cis.org.au

Returns

The Centre for Independent Studies will refund or replace books to the value of the returned order (goods) purchased from the CIS, provided goods are returned within 14 days, and are in good condition, and are accompanied by our official receipt/tax invoice.

When returning books to the CIS, we only cover the cost of freight for goods that are faulty or damaged prior to delivery. Freight costs for all other returns will be at the expense of the

purchaser. Returns should be mailed to:

The Centre for Independent Studies
PO Box 92,
St Leonards, NSW 1590
Australia