



Privacy Policy

The following statement explains Conference Communication Systems' (CCS) policy relating to the collection, storage and use of personal information. The purpose of this policy is to assure anyone who does business with CCS that we will comply with both the letter and spirit of the Privacy Act 1988. Each person with administrator access (administrators) to RegoDirect agrees to be bound by this policy.

Compliance with privacy legislation

CCS and administrators take seriously the obligation to safeguard personal information regarding their customers/contacts. If you have any questions or concerns relating to this site or our policy, please contact the CCS privacy officer.

Collection of personal information

Personal information is generally defined as information that can identify a person. The type of personal information that CCS and administrators collect from their customers/contacts will depend upon what dealings they have with CCS and/or administrators.

Use and disclosure of personal information

CCS and administrators operate businesses which handle personal information. In general, our policy is only to use or disclose personal information for the purpose which is either specified or reasonably apparent at the time when the information was collected. CCS and administrators may also use or disclose the information collected for any other related purpose for which a customer would reasonably expect to be used. If CCS or an administrator wishes to use or disclose the personal information in other circumstances it would obtain the customers consent to do so.

Sharing information with other organisations

Neither CCS or administrators sell, rent or share personal information contained in their databases. The only circumstances in which external organisations may be given access to customer/contact information are when contractors and service providers are assisting CCS and administrators in the operation of their businesses. CCS and administrators require these organisations to agree to this privacy policy and to strict conditions governing how this information may be used.



Marketing

CCS and administrators may send advertising mail to their customers where the advertising mail is related to the purpose for which the information was collected. However, customers/contacts will not have advertising electronically transmitted to them unless prior approval is obtained from the customer/contact for that medium to be used for that purpose.

If the customer no longer wishes to receive promotional information from CCS or an administrator the customer should advise CCS privacy officer at the contacts listed below. Normally the records of CCS and the administrator would be amended within 30 days.

Cookies

A cookie is a small data file that may be placed on the computer of a web user (usually in the browser software folder) the first time a computer visits a web site which operates cookies. Cookies are necessary to facilitate on-line transactions and ensure security. If customers do not wish to receive any cookies they should set their browser to refuse cookies. Neither CCS nor administrators use cookies to keep personal profiles of its customers.

Security of personal information

CCS and administrators will take reasonable steps to protect personal information that they collect and ensure that the information is accurate and current. The personnel of CCS and administrators are required to maintain the confidentiality of any personal information held.

Access to and change of personal information

Customers are welcome to request a copy or change personal information, CCS and administrators may hold about them, by contacting the CCS privacy officer at the contacts listed below. CCS may require personal identification.

Notification of changes

CCS reserves the right to change its privacy policy at any time and will notify any changes by posting an updated version of the policy on this site.

Privacy officer

Correspondence or communication may be had with the privacy officer by completing the "contact" form on the homepage.

13 December 2010