Privacy Statement and Collection Notice

The Girls in Stem ([www.girlsinstem.org.au](http://www.girlsinstem.org.au) ), Zoomin ([www.zoomin.org.au](http://www.zoomin.org.au) ) and City LLEN ([www.cityllen.org.au](http://www.cityllen.org.au)) websites and associated social media platforms are owned and/or managed by the Capital City Local Learning and Employment Network Incorporated (the City LLEN). The City LLEN is committed to protecting your privacy and any personal information provided to us in accordance with the Privacy and Data Protection Act 2014 (Victoria) and any other applicable legislation.

This policy explains how we collect, use, hold and disclose information about individuals’ users of our websites and to inform users that:

* We respect your privacy and do not record your ISP address
* If you submit a request to receive our newsletter via our online-form we record your name and email address and these are only used for the purposes stated, for you to receive our newsletters. Your information is kept in a secure place and is not shared or sold to any other organisations, we will not misuse your email address or name
* If you register to attend an event we are hosting via another online platform such as Eventbrite – for our planning purposes we may ask: your name, email address, year level at school, name of your school, dietary/allergy requirements for catering purposes and if you are a parent – that you are a parent and the name of the school your child attends. This information is not shared and is de-identified for our planning purposes only
* If after attending an event or participating in some other activity we may email you a link to participate in an evaluation survey. All surveys are anonymous and will not ask for any identifying information. Results of any surveys are aggregated for planning and improvement purposes only.

Cookies

Plug ins and links to social media embedded in any of our websites will result in a cookie being deposited on your computer to enable the more effective uploading of the information requested. We do not store, analyse or record any cookie information as a result of you using our website.

Website Data

Some of our website visits are analysed for better understand user trends and to inform improvements to our websites. For this purpose, we examine how long users were on each page and what pages were visited, we do not record ISP addresses for any visitors. We will not share any visitor data with other organisations or individuals.

Social Media

If you connect with us via our social media accounts, user likes and comments are analysed for our internal reporting processes only and all user handles are removed/de-identified. Twitter, Facebook, Instagram and YouTube are managed and owned by external parties – please refer to their policies to understand how any information you provide via those platforms may be used by them.

Limits

Our privacy statement is only relevant to websites owned by us, if users click on a link from our websites that takes them to other sites operated by third parties, users should familiarise themselves with those independent organisation’s privacy statements.

To learn more about Australian privacy laws contact the Office of the Privacy Commissioner on 1300 36 39 92 or visit their website at [www.oaic.gov.au](http://www.oaic.gov.au)

For further information about the sites owned by the City LLEN contact us via: [info@cityllen.org.au](mailto:info@cityllen.org.au)