

Your use of the free online interactive services offered at mc2 is conditional upon your acceptance and observance of the **Code of Conduct**. This comprises the Code of Conduct itself, plus the **Disclaimer, Terms & Conditions, Acceptable Use Policy and Privacy Policy [below]**. VICNET reserves the right to alter this document at any time. It is the responsibility of mc2 users to have read the most up-to-date Privacy Policy on the mc2 site at: [mc2.vicnet.net.au/privacy](http://mc2.vicnet.net.au/privacy) and the latest Code of Conduct at: [mc2.vicnet.net.au/code](http://mc2.vicnet.net.au/code).

**Your name and email address will be visible to all other members of any mc2 group you join. It will also be attributed to any messages you post**, and may be used by mc2 project staff to contact you, from time-to-time. Apart from attributing your name and email address to any messages you post, mc<sup>2</sup> will not disclose any of your personally identifiable information; except when we have your permission, or under special circumstances (such as when we believe in good faith that the law requires it). We won't share your information with third parties interested in e-mailing you promotional offer e-mails, i.e. we endeavour to minimise your exposure to SPAM (unsolicited mail). Please read the full Privacy Policy below...

All mc2 email (and any files transmitted with it) is CONFIDENTIAL and intended only for members of the mc2 group it is directly addressed to. Be aware that although the dialogue in chat sessions is not routinely recorded by mc2 staff, the technology exists for individual users to log the content of chat sessions. Any log or transcript of a chat session is CONFIDENTIAL and intended only for members of the mc2 group in which the chat occurred. Members must not refer to the contents of emails or chat sessions outside the group, or forward on any part of it to non-members. If you are not the intended recipient you must not use, disclose, distribute or rely on any information or advice contained in mc2 email or any attachment(s). Please notify the sender immediately, advise the **Vicnet Help Desk**, then delete the email.

If mc2 staff or group owners or moderators become aware that a member has breached confidentiality, they may then remove the offender from the group, or ask mc2 staff to ban them from using mc2 entirely. It is the role of the group owners and moderators to ensure that group members behave responsibly, and are aware of, and abide by, the Code of Conduct.

mc2 is committed to safeguarding your privacy online. Please read the following policy to understand how your personal information will be treated as you make full use of our services. This policy may change from time to time, so please check back periodically. You may always **contact us** with any questions regarding this policy.

Consistent with Victorian Government policy, My Connected Community (mc2) endorses fair information handling practices. mc2 does not collect or record personal information, except that which you provide freely via specific online forms. Any information provided will be treated as confidential and used only for the purpose intended or stated on the form unless in exceptional circumstances where authorised by law. Visitor logs are used on this site for statistical purposes only and include the user's server address, the user's top level domain name (eg .com .gov .au), the date and time of the visit, pages downloaded, and browsers used. No attempt will be made to identify users or browsing activity. This information will only be used to update and improve the mc2 site.

Email addresses will only be used to respond to specific user queries and will not be kept or used for any purpose other than stated. Email addresses will not be added to any mailing list (other than that of any specific mc2 community you join) unless consent is given, nor disclosed to any other party without users knowledge or consent.

## 1. What personally identifiable information is collected from you?

During registration, mc2 asks for your name and postcode, as well as your postal or email address. If you **contact us**, we may keep a record of that correspondence. mc2 also occasionally asks users to complete surveys that we use for research purposes.

## 2. What are cookies and how are they used?

A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer as a text file. mc2 uses cookies for security purposes, to help protect the contents of "Members Only" groups. This helps us ensure that when you login to mc2 we can confirm that you are a member of certain groups, and that activity generated under your login identity, is actually coming from the computer you logged in with. This helps stop somebody else pretending to be you. The mc2 cookie does not contain your name, email address, or any other personal details, just a unique identity code that is known only to the mc2 server.

## 3. Who is collecting the information?

If you are on mc2 and are asked for personal information by mc2, you are sharing that information with mc2 alone, unless it is specifically stated otherwise. Please be aware that other web sites that have links on our site may collect personally identifiable information about you. The information practices of those web sites are not covered by this privacy statement. In addition, moderators and other group members may also be able to access certain information that you provide to them (e.g. your email address and content that you post). mc2 is not in a position to monitor or control any particular moderator's or group member's use of that content.

Mc2 staff do not routinely monitor the details or nature of all mc2 members and content. Mc2 staff do, however, retain the right to access all data stored on the mc2 server(s), though this is only carried out for technical, statistical or administrative purposes.

## 4. How is the information used?

mc2 primary goal in collecting personal information is to provide you, the member, with a customised experience.

mc2 may also conduct research on our member's demographics, interests and behaviour based on the information provided to us upon registration, from our server logs or from surveys. We do this to better understand our users. This research is compiled and analysed on an aggregated (not individual) basis. mc2 may share this aggregated data with other agencies or business partners.

## 5. With whom may the information be shared?

**Your name and email address will be visible to all other members of any mc2 group you join.** It will also be attributed to any messages you post, and may be used by mc2 project staff to contact you, from time-to-time.

As a general rule, mc2 will not disclose any of your personally identifiable information except when we have your permission or under special circumstances, such as when we believe in good faith that the law requires it. From time to time, mc2 reserves the right to use third parties to collect or distribute information to you and other members. mc2 will protect confidentiality of that information, and not allow such third parties to use that information other than in connection with the provisions of the Service. mc2 may preserve Content and may disclose Content to any third party if required to do so by law or in good faith belief that such preservation or disclosure is necessary to:

- (a) comply with legal process
- (b) enforce the Terms of Service
- (c) respond to claims that any Content violated the rights of third parties
- (d) protect the rights, property, or personal safety of mc2, its members and the public

## 6. What are the choices available to you regarding collection, use and distribution of your information?

mc2 may, from time to time, send you email regarding our products and services. mc2 does not sell or rent user information to anyone. We will notify you at the time of data collection or transfer if your data will be shared with a third party and you will always have the option of not permitting the transfer. If you do not wish to allow your data to be shared, you can choose not to use a particular service or not to participate in certain surveys or other data collecting activities.

## 7. How can you access, update or delete your information?

If you wish to change or delete any of your postings or details, you will have to contact your community leader (group owner) or moderator. If this is not possible for any reason, [contact us](#). Be aware that once posted publicly, even if material is later removed, there will have been public access to that information for the period that it was visible on the mc2 Website. Be aware that once sent, email messages, e.g. from resulting from Forum postings, cannot be retrieved.

By default, you will receive email notification when new messages are posted in the [Forum](#) of any group of which you are a member. You will also receive email Alerts when new Shared Files are uploaded, as well as when there are new Polls, Links or Events added to any of your groups. To stop getting these emails, just uncheck the tickboxes in the My Community view. For more details, see the My Communities entry on the page that details the [Features of mc2 and its communities](#).

You may change your email address &/or password at any time by editing your [My Profile](#) (you must login first). If you have forgotten your password, you may request it be emailed to you: [Forgotten Password](#). For all other problems signing in, please view [Login Help](#). You can choose to have your account and email address eliminated from our databases entirely by contacting the [Vicnet Help Desk](#).

## 8. What security procedures are in place to protect the loss, misuse or alteration of the information?

Your account information is password protected so that only you have access to this personal information. We recommend that you do not divulge your password to anyone. Remember to **Log Out** of mc2 every time you have finished a session [[link: top right](#)], to ensure that others cannot access your personal information and correspondence. You should also log off your computer or close your browser window when you have finished your work.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, mc2 cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once we receive your transmission, we make our best efforts to ensure its security on our systems.

## 9. How can mc2 protect children's privacy?

The safety and privacy rights of children are very important to us. mc2 is a general audience web site. mc2 does not share personal information about users with third parties and we do not sell or rent personal information about any of our users, regardless of age. While mc2 will make every reasonable effort to ensure that children's privacy and other rights are not compromised, it is ultimately the responsibility of parents to monitor their children's Internet usage. For information about Internet filtering software, look at the VICNET [Content Regulation](#) page and VICNET [Net Censorship](#) page. See also: [CyberSmart Kids Online](#).

## 10. What else should I know about my privacy?

Please note that whenever you voluntarily disclose personal information online, including in your correspondence within your individual groups, that information can be collected and used by others. In short, if you disclose personal information online that is accessible to others, you may receive unsolicited messages from other parties in return.

Ultimately, you are solely responsible for maintaining the secrecy of your passwords and any information about yourself. Please be careful and responsible whenever you are online.

**This Privacy Policy was last updated 1 July 2003**

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