

Privacy Policy

Cambridge Examinations Pty Ltd regards the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly. To this end we fully endorse and adhere to the National Privacy Principles from Schedule 3 of the *Privacy Act 1988* (Cth).

In particular we will:

- observe the Principles regarding the fair collection and use of personal information (please see below regarding personal information collected via our website)
- meet our legal obligations to specify the purposes for which we process personal information
- collect and process appropriate personal information, only to the extent that it is needed to fulfill our operational needs or to comply with any legal requirement
- ensure the accuracy of any personal information kept by us
- apply checks to determine the length of time personal information is held by us
- take appropriate technical and organisational security measures to safeguard personal information
- ascertain that personal information is not sold, shared or transferred to any third parties outside the scope of Cambridge Assessment and/or the University of Cambridge ESOL. We may disclose your personal information to third parties who act on behalf of Cambridge Assessment and/or University of Cambridge ESOL, or in connection with the business of the Cambridge Assessment Group www.cambridgeassessment.org.uk for further processing in accordance with the purpose(s) with which the originally collected, such as validation or evaluation.

If we collect personal information via our website, we will endeavour to ensure that you are informed as to:

- the **purpose** for collecting the information
- what the information **will be used for**
- the **identity** of anyone else to whom the information will be given and what they will use it for
- how you can **request copies** of any personal information we hold on you.

Please note that where our website contains **links** to other websites, we are not responsible for the privacy practices of other websites and this statement applies solely to any personal information collected by our website.

Please contact Cambridge Examinations Pty Ltd cambridge@cambridgeexams.com.au if you have any questions or if you require any further clarification.

Sydney 26 June 2009