

# Privacy Statement

## Introduction

A core business of Elton Consulting (Brian Elton and Associates Pty Ltd *trading as*, also referred to in this statement as 'the Company') is community consultation, the evaluation and review of our clients' services, social research and other matters of public policy. During the course of this work the Company collects personal information.

## What type of information do we collect?

The information we collect includes:

- names
- addresses
- contact details (including e-mail addresses supplied)
- demographic information
- opinions and views about a range of proposals, services and public policy issues volunteered by participants in our work
- domain names of those who visit our website

## How do we collect the information?

The company collects this information in both paper (hard copy) and electronic forms.

Examples of how we collect personal information in hard copy form are:

- surveys & contests
- questionnaires
- feedback forms
- attendance sheets at public meetings
- by taking notes of proceedings at meetings.

Examples of how we collect this information electronically include by:

- e-mails
- electronic surveys
- facsimile transfer
- via our web hosting service, Webcentral which may also collect the personal information of visitors to this site.

## What do we do with the information?

The Company does not sell or trade the personal information it receives with third parties.

The personal information supplied is used:

- for aggregated statistical reports (for example, to measure website usage or to report to our clients how many people participated in a particular process, or to report social research)
- for reports on the proceedings of meetings
- for circulation of reports of a particular process to participants of that process, and to invite participants to subsequent meetings in that process
- for reporting on the views expressed in meetings to our clients.

Every effort is made to ensure that such reports do not disclose personal information to third parties, including our clients, unless:

- permission is sought from the individual who submits that information, or
- the individual is notified that this will occur prior to their participation in our work, or
- the individual requests that the information supplied be disclosed to third parties, or
- that disclosure could be reasonably expected, or
- the law requires that such information be supplied.

## How do we store the information?

Personal information that has been supplied to the company is stored securely in its offices, either in physical files or electronically in the company's server. Because we use a third party to host our website, some personal information supplied electronically may be stored in its servers. The host, Webcentral, has its own privacy policy regarding this information which you are encouraged to examine.

To view WebCentral's privacy policy, please go to:

<http://www.webcentral.com.au/privacy.php>

The Company also stores information in a secured database, Consultation Manager, hosted by MySite Design Pty Ltd. Access to this information is restricted solely to the Company through the use of 128 bit Secure Sockets Layer (SSL) security. To view MySite's privacy policy, please go to: <http://www.consultationmanager.com.au/ClientLogin.htm>

We have reviewed these practices against National Privacy Principles and confirm that Elton Consulting is complying with obligations under the Commonwealth Privacy Act 1988. Personal information collected during the course of particular projects is either destroyed or made anonymous at the conclusion of the project.

## Website disclaimers

### Website links to other companies

The Company's website contains links to other websites. Please be aware that Elton Consulting is not responsible for the privacy practices of such other sites. We encourage our users to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by our website or websites we have commissioned.

### Discussion forum

Please keep in mind that whenever you voluntarily disclose personal information in a discussion forum it can be collected and used by others. For example, by posting personal information online that is publicly accessible, you may receive unsolicited messages from other parties in return.

### Your rights

Upon request the Company will disclose to you what personal information of yours it holds, and the manner in which it is held. However the Company reserves the right to extract such information from the place in which it is held in a way that protects the privacy of others.

### Contact information

If you have questions or suggestions regarding our privacy policy, please [contact us](#).

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 By E-mail: [consulting@elton.com.au](mailto:consulting@elton.com.au)  
 By post: PO Box 1488  
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### Website access

Websites we commission are designed to be accessible to people with disabilities. Should you experience any difficulties, please contact us. Blind and visually impaired users can obtain tools to access PDF files at [access.adobe.com](http://access.adobe.com). There are a number of companies that produce screen readers and related software for people with visual impairments – for example, <http://www.freedomscientific.com/>