

## Introduction

Web Rail Pty Ltd (Web Rail) respects each individual's right to personal privacy. We will collect and use information through our Web site only in the ways disclosed in this statement. This statement applies solely to information collected at Web Rail's Web site.

## Part I. Information Collection

Web Rail collects personal information through our Web site during registration. We collect the user name and e-mail address of registering visitors. Web Rail is a career-development site and does not actively market to children; we never knowingly ask a child under 13 to divulge the above information.

We also collect the city of residence, which is general data that is not personally identifiable. We collect this as demographic data in order to track the location of users.

The information is collected mandatory. You will need a valid e-mail address in order to enrol successfully. To receive our Web site-generated Certificate of Achievement; it is desirable that we have your correct name. Other information is optional.

The Web site employs cookies. A cookie is a small text file that our Web server places on a user's computer hard drive to be a unique identifier. Cookies enable the Web Rail LMS application to identify users. Our cookies do not have an expiration date. Our cookies do not collect personally identifiable information.

We do not utilise banner advertising and there are no third parties to collect any information from our Web site.

## Part II. Information Usage

The information collected by Web Rail will be used to distinguish you from other Users. You will not be sent any product list, services, e-mail announcements or other advertisements beyond that strictly for Web Rail interaction with you.

Users will not receive additional announcements from other parties about products, services, special deals or newsletters.

The information we collect will not be used to create customer profiles based on browsing or purchasing history. We may supplement information collected at our Web site with data from other sources such as Google Analytics to analyse user demographic data.

We do not have access to any personal data via PayPal transactions. PayPal may obtain their own data as a result of your transactions with them and we have no influence on how PayPal will use that information.

We offer links to other Web sites. Please note that when you click on links to other Web sites, we encourage you to read their privacy policies. Their standards may differ from ours.

Our Web site offers chats, forums and message boards. Please be advised that information posted in these venues becomes public knowledge.

If our policy on information collection or use changes, we will advise you by e-mail immediately.

### **Part III. Access to Information**

Web Rail maintains the accuracy of our information by user input. Users may access their own personal information and correct any inaccuracies. All personal information is kept in the User Profile. Users are unable to delete their registration from our database as it often forms a part of their company's training records. However, if a person is a registered user but has not undertaken any training, Web Rail can delete their name permanently on receipt of an e-mail from the user. We may need to confirm deletion instructions with current or past employers where applicable.

### **Part IV. Problem Resolution**

If problems arise, users may contact Web Rail by e-mail. We are committed to resolving disputes within 14 days.

### **Part V. Data Storage and Security**

Web Rail protects user information with the LMS security protocols, provision of secure servers, firewalls, SSL encryption and other technology and procedures used to protect consumer privacy.