Privacy Statement

UTAS statement on personal information

UTAS respects personal privacy and is bound by the Personal Information Protection Act 2004 (Tas) and its Privacy Policy. This Privacy Statement applies only to personal information collected by UTAS through the following UTAS websites ([https://oer.utas.edu.au/](https://oer.utas.edu.au/), [http://mooc.utas.edu.au/](http://mooc.utas.edu.au/), [https://utas-open.wiggiosites.com/](https://utas-open.wiggiosites.com/) and [http://www.utas.edu.au/wicking](http://www.utas.edu.au/wicking), collectively referred to under this Privacy Policy as the “Sites”) and does not apply to personal information UTAS may collect from you via other websites or means (for example via phone or conventional mail).

Information covered by this Statement

You do not need to reveal personally identifiable information to access and browse certain web pages, or to use certain functionality contained on the Sites. However, using the services, functionality or features related to the provision of online courses on the Sites does require you to provide personally identifiable information such as your name and email address. You are responsible for ensuring that any personally identifiable information that you provide to UTAS is accurate and kept up to date. Providing inaccurate information may result in some services and courses being unavailable and inaccessible to you.

What you consent to by using the Sites

By submitting any personally identifiable information to the Sites you consent and agree to its collection, use and disclosure by UTAS in accordance with this Privacy Statement, the Terms of Use and as permitted or required by law. If you do not agree with these terms, then please do not submit any personally identifiable information to the Sites. Please understand that some or all services, including without limitation online courses on the Sites, may not be offered or provided, or
may not be accessible to you if at any time you withdraw your consent, or if you choose not to provide personally identifiable information requested by UTAS.

**What information is collected**

Personally identifiable information (i.e. information that can identify you) is collected by UTAS when you register for a user account, participate in online courses, discussion lists and forums through the Sites, and when you communicate with course instructors or UTAS. Personally identifiable information about your performance in an online course may also be collected in aggregate form and at the individual participant level.

UTAS may track, collect and aggregate non-personal information (i.e. information that cannot identify you) such as pages that have been visited, when they were visited, the order in which they were visited, and which hyperlinks or other functionalities have been used on the Sites. UTAS may log the IP address, operating system, browser software and device type used by users of the Sites, and, from an IP address, UTAS may be able to determine a user’s internet service provider and the geographic location of that user’s point of connectivity. Information is also collected or may be collected through cookies and other typical web analytical tools and methods. Cookies are small data files that store information about a User's visit to a website. When you browse the Sites in the future, the data stored in the cookie can be retrieved by the Sites allowing for an improved and more personalised experience on the Sites. Most web browsers allow you to control how and whether cookies are accepted by that web browser. Instructions on how to reset a web browser so that cookies are rejected are usually found in the “Help” section of that web browser’s toolbar. Please understand that if you reject cookies from the Sites, many of the functions and conveniences of the Sites may not work properly.
How information is used and shared

Non-personal information is used in aggregate form to gain a better understanding of the educational needs of users and to improve services through analyses of the demographics and learning behaviours of online course participants and site users.

Personally identifiable information may be used to respond to your questions, provide you with courses and/ or services through the Sites, and as further provided in this Privacy Statement. In particular, your personally identifiable information may be used and disclosed as described below.

Communications with UTAS and course officials

When you contact UTAS and/ or the online course instructors, they may use the information provided by you to respond to your communication and/ or as described in this Privacy Statement.

Providing services to you

Personally Identifiable Information such as your email address and name will be used to provide you with a user account allowing you to participate in online courses, discussion lists and forums, and otherwise to administer online courses and related services to you.

Online Course Participation

Personally identifiable information that is collected from you will be used to process and manage your participation in online courses through the Sites, including without limitation, tracking your attendance, progress and stages of course completion, and to administer online course assessments such as assignments, quizzes, tests and exams. To the extent required to manage your participation in an online course, your personally identifiable information may be shared with course instructors and other persons who are designated by the course instructors to develop, edit, review or modify the course and/ or its content.
Forums and Discussion Lists

Forum posts by you containing personally identifiable information may be used to facilitate your continued use of the online course forums and may be reposted in future course offerings for reasons including without limitation as an exemplar in future courses or as feedback for marketing. Where a posting by you is reposted it will be de-identified unless consent is given by you to include your identifiable information (e.g. your username or name).

Postings (i.e. submissions made through the Sites) by you of information such as comments, coursework and other content which contain personally identifiable information will be shared with other course participants and users of the Sites where it is posted or communicated to a course forum, discussion list, or other portion of the Sites designed for public communications to other course participants or users of the Sites.

Updates

Personally identifiable information such as your email address may be used to send you updates about site maintenance, online course information and other services, products and events of UTAS, its affiliates and/or licensors.

Scientific and Educational Research

Information collected about you including personally identifiable information may be used for scientific or educational research purposes by UTAS in accordance with UTAS policy and applicable law. Under no circumstances will the publication of any such research conducted disclose your personally identifiable information unless required by law. Participation in scientific and/or educational research is completely voluntary. There is no advantage and no disadvantage in not consenting to participate in research conducted by UTAS. Information about participating in research when enrolled in the Understanding Dementia MOOC is available at

Information about participating in research when enrolled in the Preventing Dementia MOOC is available at
Disclosures

Personally identifiable information collected from you may be shared:

- in response to requests for cooperation from law enforcement bodies or government authorities;
- to respond to court orders and defend UTAS, its affiliates and/or licensors against legal claims or actions;
- to prevent, investigate or take action regarding illegal activities or suspected illegal activities, technical issues, or enforce the Terms of Use or Privacy Policy or any part thereof;
- as required to defend or protect the safety, property or rights of UTAS its affiliates and/or licensors, and the safety, property or rights of others.

Personally identifiable information collected through the Sites may be shared, assigned or transferred to an acquirer, assignee, or other successor in connection with an acquisition, merger or reorganisation of UTAS, its assets or business.

Records and Archives

Personally identifiable information provided by you through the Sites will be recorded and archived in accordance with the uses stated in this Privacy Statement, the Terms of Use, and as required by applicable law.

Links to external websites and services

The Sites may contain hyperlinks to websites and services that are not owned or operated by UTAS (“Third Party Sites”). No personally identifiable information from the Sites is disclosed by UTAS to Third Party Sites except as provided in this Privacy Statement. You acknowledge and agree that UTAS and the instructors of the online courses provided through the Sites are in no way responsible for the collection and use of your information by Third Party Sites. Please review the privacy policies of
each Third Party Site before you use them and understand that if you use them it is at your own risk.

**Changes to this Privacy Statement**

Please note that we review and may make changes to this Privacy Statement from time to time. Any change or modification to this Privacy Statement will be effective immediately upon posting on the Sites (date of effect updated). Your agreement to any changes is constituted by your continued use of the Site after the posting of such modifications, regardless of notification. Please ensure that you return to this page periodically and familiarise yourself with the most current version of this Privacy Statement and UTAS’s Privacy Policy.

**Contacting UTAS**

You may contact UTAS in relation to any of your personal information collected when using UTAS websites by sending an email to service.desk@utas.edu.au or telephoning +61 3 6226 1818 or 1300 304 903 (local call charge from within Tasmania, mobiles excepted).