



## **Chamber of Minerals and Energy of Western Australia (CME) Basic SSL Certificate Statement**

<b>DigiCert Wildcard SSL Certificate</b>	CME uses DigiCert Wildcard SSL Certificates which also including Subject Alternative Names to secure their domain names and all of its first-level sub-domains names.
<b>DigiCert Wildcard SSL Certificates Data Encryption Capabilities</b>	CME's website supports Secure Socket Layers of 128bit and higher. CME DigiCert Wildcard SSL Certificates uses 256-bit encryption along with 2048-bit root certificates. DigiCert Wildcard SSL Certificates use the most secure encryption available and support for both SHA-1 and SHA-2 algorithms.
<b>DigiCert Wildcard SSL Certificates Compatibility</b>	DigiCert Wildcard SSL Certificates are trusted by all common browsers, email clients, operating systems, and devices. Rest assured that not only are you using the most secure encryption available, but your customers are all able to access your site without issues.

## **Security of personal details**

CME uses the eWAY Payment Gateway for its online credit card transactions. eWAY processes online credit card transactions for thousands of Australian merchants, providing a safe and secure means of collecting payments via the Internet.

All online credit card transactions performed on the CME website using the eWAY gateway are secured payments.

- Payments are fully automated with an immediate response
- Your complete credit card number cannot be viewed by CME or any outside party
- All transactions are performed under 128 Bit SSL Certificate
- All transaction data is encrypted for storage within eWAY's bank-grade data centre, further protecting your credit card data
- eWAY is an authorised third party processor for all the major Australian banks.
- eWAY at no time touches your funds; all monies are directly transferred from your credit card to the merchant account held by CME.

For more information about eWAY and online credit card payments, please visit [www.eWAY.com.au](http://www.eWAY.com.au)

CME's full Privacy Policy is available on our website at [www.cmewa.com](http://www.cmewa.com)

The security of your personal information is important to CME. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When credit card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete credit card details.

Protecting an individuals privacy is very important to CME and CME is committed to maintaining the security of all personal information provided by visitors to; and users of the CME websites or via other channels.



CME at all times remains committed to observing its obligations and requirements under the [Privacy Act 1988](#) (Cth) (Privacy Act), including the Australian Privacy Principles (APPs) contained in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* which took effect on 12 March 2014. This Privacy Policy is provided in response to these recent changes.

CME reserves the right to amend this Privacy Policy from time to time and the revised policy will take effect from the time it is posted on the CME website.

CME is committed to the open and transparent management of personal information. This policy is made available on CME's website and will be made available free of charge upon an individual request.

If you have any questions about security on our Website, you can email us at [chamber@cmewa.com](mailto:chamber@cmewa.com)

<p><b>What is personal information?</b></p>	<p>Personal information under the Privacy Act means information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not.</li> </ul> <p>Personal information includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• personal details (including name, address, telephone number or e-mail address);</li> <li>• employment details; and</li> <li>• bank account details</li> <li>• credit card details.</li> </ul> <p>Sensitive information is a special category of personal information under the Privacy Act, which can include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• race or ethnic origin;</li> <li>• criminal history; or</li> <li>• health information.</li> </ul> <p>Sensitive information can only be collected with consent, unless otherwise permitted by law.</p>
<p><b>What personal information does CME collect and hold?</b></p>	<p>The types of personal information CME collects may include name, company/organisation, position, business address, business telephone and fax number, email address, mobile telephone number and the details of an individual's membership of CME councils, committees, forums, roundtables and working or other groups.</p>



<p><b>How does CME collect personal information?</b></p>	<p>CME will only collect personal information that is necessary for its business functions and activities. At all times CME will only collect personal information by lawful and fair means and at all times subject to the requirements of the APP's.</p> <p>CME collects personal information in a number of ways, including:</p> <ul style="list-style-type: none"> <li>• directly from an individual, for example, when it is provided by phone, in registration forms or any other agreements, or when personal details are submitted through the CME website or contact email addresses;</li> <li>• from third parties such as member companies or authorised representatives;</li> <li>• from publicly available sources of information;</li> <li>• from CME's own records of how individuals use CME's services; and</li> <li>• when legally required to do so.</li> </ul>
<p><b>How does CME hold personal information – storing and security of personal information?</b></p>	<p>All personal information is stored securely at CME offices in paper and electronic form.</p> <p>The security of personal information is important to CME and CME takes reasonable steps to protect it from misuse, loss, unauthorised access, modification or disclosure. This includes:</p> <ul style="list-style-type: none"> <li>• Requiring our staff to maintain privacy and confidentiality</li> <li>• Document storage security measures</li> <li>• Imposing computer access security measures including password protection.</li> </ul> <p>CME will destroy or permanently de-identify personal information when it is no longer required for use or disclosure, and where CME is not required to retain the information in accordance with an Australian law.</p>
<p><b>For what purposes does CME hold, collect and use personal information?</b></p>	<p>CME maintains personal information on members and other stakeholders, in order to:</p> <ul style="list-style-type: none"> <li>• provide information relating to CME's activities, events and projects, and</li> <li>• provide information that may assist the business operations of the company/organisation to which individuals belong.</li> </ul> <p>CME will only use personal information for the purposes for which it was collected. CME will provide notification of the purposes of collection at or before the time the information is collected or as soon as practicable after collection. CME will not use personal information that it holds for the purpose of direct marketing unless certain exceptions apply.</p>
<p><b>When will CME disclose personal information?</b></p>	<p>CME does not disclose personal information to third parties, including third parties based overseas. In the event CME is required to disclose personal information to a third party, it will only do so with consent.</p>



<p><b>How to access to or correct personal information</b></p>	<p>All individuals are entitled to access their personal information held by CME and to seek to have it corrected, subject to some exceptions.</p> <p>All requests for access and correction of personal information will be responded to within 30 days or as soon as reasonably practicable after the request is made. Where possible, access will be given in the manner requested. CME may charge for giving access to the information (e.g. printing costs) however this charge will not be excessive nor will it apply to the making of the request. CME will not charge for any corrections made to personal information.</p> <p>Where CME refuses the request for access or correction of personal information, CME will provide written notification of the reasons for refusal. The CME Complaints Process is detailed below.</p> <p>If an individual would like to access any records of personal information CME has about them or if they believe any information CME holds about you is inaccurate, out-of-date, irrelevant or misleading, please send your request to:</p> <p style="text-align: center;">Director Corporate Services  Email: <a href="mailto:chamber@cmewa.com">chamber@cmewa.com</a>  Address: Locked Bag N984 Perth WA 6844  Phone: 08 9220 8500</p> <p>Further assistance can be obtained from the Australian Privacy Commissioner (see <a href="http://www.oaic.gov.au/about/contact.html">http://www.oaic.gov.au/about/contact.html</a> or call 1300 363 992).</p>
<p><b>What is the CME complaint process for a breach of the Australian Privacy Principles?</b></p>	<p>Where an individual has a complaint about how CME collects, holds, uses or discloses personal information, a privacy related issue such as a refusal to provide access or correction, or any breach or perceived breach of the APPs by CME, the CME's complaints process is outlined below so the complaint can be dealt with effectively and efficiently.</p> <ol style="list-style-type: none"> <li>1. Contact– please contact Director Corporate Services using the details listed above so CME can address the problem and rectify it. CME will endeavour to provide a response within five business days or as soon as reasonably practicable.</li> <li>2. Internal review – If there is dissatisfaction with the outcome of the complaint, then a review by the Chief Executive of CME can be requested. The review process will usually provide a decision within 25 business days of receiving the complaint or as soon as reasonably practicable.</li> <li>3. External review – If there is ongoing dissatisfaction then an individual is entitled under law to take the complaint to the Office of the Australian Information Commissioner (AIOC) by visiting <a href="http://www.oaic.gov.au">www.oaic.gov.au</a></li> </ol>
<p><b>Does the CME Privacy Policy apply when other websites are accessed via hyperlink?</b></p>	<p>Other websites may be accessible via hyperlinks from the CME website. These other websites are not subject to the CME Privacy Policy.</p>



## ***Confirmation and delivery of items purchased***

After purchasing items from CME online, you will receive an email confirmation from eWAY containing your order details (if you have provided your email address). eWAY will normally confirm receipt of your order within a few minutes of placing the purchase.

If you wish to query a delivery please contact us at [chamber@cmewa.com](mailto:chamber@cmewa.com)

## ***CME event registration***

CME reserves the right to alter or cancel, without prior notice, any of the arrangements relating directly or indirectly to an event, for any circumstances beyond CME's reasonable control. This includes the cancellation of an event itself.

CME's maximum liability is limited to a full refund of the registration fee.

CME accepts no additional liability for travel costs, accommodation costs, or any other additional costs incurred.

It is a condition of registration that full payment is received prior to the commencement of the event and before registrations close.

If full payment is not received, delegates will not be admitted.

Event delegates may nominate a substitute delegate to attend in their place and instead of cancelling a registration – in this instance appropriate delegate details are to be provided to CME.

CME's full Events Refund Policy is available on our website at [www.cmewa.com](http://www.cmewa.com)