

# Ordering Portal for NPP: Privacy Statement

January 2016

## Collection Principles

Through this Ordering Portal for NPP, S.W.I.F.T. Domestic Australia Pty Ltd (ABN 15 602 666 142) ('we', 'us' or 'our') collects personal information about you in order to process your order, to provision the relevant products and services and for any other purposes otherwise set out in our Privacy Policy.

Our Privacy Policy explains: (i) how we store and use, and how you may access and correct your personal information; (ii) how you can lodge a complaint regarding the handling of your personal information; and (iii) how we will handle any complaint.

By providing your personal information to us, you consent to the collection, use, storage and disclosure of that information as described in the Privacy Policy and this Privacy Statement.

We invite you to carefully read our Privacy Policy and this Privacy Statement to understand our data processing practices. We may modify our Privacy Policy and this Privacy Statement from time to time. Please check them periodically for changes, in particular when you submit personal data on our Ordering Portal for NPP.

If you would like any further information about our privacy policies or practices, please contact us at [privacy.officer@swift.com](mailto:privacy.officer@swift.com).

## Operation of our Website & Ordering Portal

### IP Addresses

When you browse our website, you do so anonymously. For our internal purposes, we may use IP addresses (the Internet address of your computer) stored in web logs to generate aggregate statistics on usage behaviour, such as traffic patterns and time spent on a page.

### Cookies

Cookies are small pieces of information that are stored by your browser on your computer's hard drive or in your browser memory. We use cookies for authentication purposes (for example to access the secure area of <http://www.swift.com>), to track user sessions (for example login information on both the secure and public areas of <http://www.swift.com>), to repopulate fields, or to track online acceptance (for example to track acceptance of the disclaimer of our translation service over the last 24 hours) or language preference.

The third-party add-ons that we use to collect statistics of our sites' resources usage may also rely on cookies for their operation.

The information stored with cookies may include your name, registration number on <http://www.swift.com/>, language preference, login ID, and IP addresses.

### Web Acceleration Services

For purposes of accelerating the consultation of our website, we use the services of a supplier specialised in web acceleration services. This requires caching the content of our website on a substantial number of servers worldwide.

This supplier only processes data on our instructions, provides sufficient guarantees in respect of technical and organisational data security measures, and has committed to notify us in case of a security breach compromising your personal data (see also 'Sharing Data' section below).

### **Tracking of URL activation**

Upon registration to certain services, we will send you by e-mail a dedicated URL where you can download the relevant materials. For purposes of measuring and following-up on the use of the service, we will track the identity of persons who activated such URL as well as the time of download.

### **Data Security**

We are committed to protecting your personal data against accidental or unlawful destruction, accidental loss, alteration, and unauthorized disclosure or access. Therefore, we monitor and record traffic, both incoming and outgoing, in order to preserve the security, integrity and availability of our infrastructure. This data may be kept for up to one year.

Please be aware that we cannot ensure the security of your data on your computer or during transmission over the Internet. In this regard, we advise you to take every possible precaution to protect personal data stored on your computer and transiting on the Internet.

### **Data Submitted on Behalf of Someone Else**

When you provide us with personal data relating to someone else, please ensure that you collect and disclose such personal data in accordance with local applicable law.

For example, you may have to inform that other person about parts of this Privacy Statement in order to comply with local applicable law.

## **Sharing Data**

The information you provide on this portal will be collected by or on behalf of us and may be disclosed to third parties on behalf of which we provide the services or that help us deliver our services (including information technology suppliers, communication suppliers and our business partners) or as required by law. If you do not provide this information when indicated as mandatory, we may not be able to execute your order and provide all our services and products to you.

We may disclose personal information to recipients located outside of Australia (typically, SWIFT agents, sub-contractors, professional advisers, National Member and User Groups, other offices within the SWIFT Group or SWIFT partners). Personal information may also be disclosed to SWIFT operating centres in the Netherlands, Kuala Lumpur, Hong Kong, Switzerland and the United States. A list of countries to which personal information may be disclosed and in which SWIFT has offices is located at [http://www.swift.com/about\\_swift/company\\_information/offices](http://www.swift.com/about_swift/company_information/offices). We will take reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principles.