Why Is Your Information Captured And What We Do With It

Whenever you visit a website some of your information is captured. This could be simply your presence on the site, calculating the per-day, per-week, etc traffic to the website, which likely also keeps a tab of what pages you visited and whether you had visited before (Tracked as 'unique visits').

Should you fill in a form or enter your email address, you are agreeing to a set of policies which can be found in a document like this, on nearly every website. Some countries don't require their websites, and associated responsible entities, to provide a Privacy Policy.

In Australia it is a legal obligation to provide such a policy.

What Information Is Captured

Automatic:
Your presence on the website is registered as a Unique Visit, if your first time to the website, otherwise if you have been to the website before, your visit will simply be logged as a Visit. Where you have come from is also captured, in the form of a basic break down into: Device Type (Mobile/Desktop), Source (Direct, Facebook, Bing, Google, etc), Browser (Chrome, Safari, etc), Operating System (Mac, Android, Windows, etc).

Filling Out Forms:
For newsletters, contact forms, or any other Form which asks for your email/name/etc, the entered information is abiding by the legal obligations of capturing such information.

If you enter contact information into a website and click the associated submit button, you are agreeing to be contacted by the Website or associated responsible entities, as per the specific intent of the Form through which you are providing such contact information.

The Website and associated responsible entities **will not** engage in **spamming** users who provide such contact information and agree to the specific terms of the Form they are filling out.

These forms include any purchasing through an online store, whereby the input of the information and submission of the information through a checkout is the users acceptance for the website and its associated responsible entities, to engage with the personal information in a manner befitting the law and services being requested.

Cookies And Other Methods Of Capturing Information:
https://support.squarespace.com/hc/en-us/articles/360001264507

A cookie is a file which tracks identifying information about the individual, which does not include data stored on your Computer such as Names, Email Addresses nor Browser Stored Data, however does include your IP and its country of origin, the device you are using, the browser you are using, the operating system of the device you access the website with and whether you have been to the website before.

Squarespace defines a Cookie as follows:

Cookies are small pieces of data that websites store on a device. Cookies can improve your

visitors' browsing experience because they help websites remember preferences and understand how people use different features.

To see what Cookies are currently active, you can check your browser settings.
For help locating cookies on your device, visit your browser's documentation:
- [Chrome](#)
- [Firefox](#)
- [Safari](#)
- [Internet Explorer](#)

The following is a list of the functional and required Cookies which Squarespace uses.

Name	Type	Duration	Purpose
Crumb	Cookie	Session	Prevents cross-site request forgery (CSRF). CSRF is an attack vector that tricks a browser into taking unwanted action in an application when someone's logged in.

RecentRedirect	Cookie	30 minutes	Prevents redirect loops if a site has custom URL redirects. Redirect loops are bad for SEO.
CART	Cookie	2 weeks	Shows when a visitor adds a product to their cart
hasCart	Cookie	2 weeks	Tells Squarespace that the visitor has a cart
Locked	Cookie	Session	Prevents the password-protected screen from displaying if a visitor enters the correct site-wide password.
SiteUserInfo	Cookie	3 years	Identifies a visitor who logs into a customer account
SiteUserSecureAuthToken	Cookie	3 years	Authenticates a visitor who logs into a customer account

Commerce-checkout-state	sessionstorage	Session	Stores state of checkout while the visitor is completing their order in PayPal
squarespace-popup-overlay	localstorage	Persistent	Prevents the Promotional Pop-Up from displaying if a visitor dismisses it
squarespace-announcement-bar	localstorage	Persistent	Prevents the Announcement Bar from displaying if a visitor dismisses it
ss_sd	Cookie	Session	Ensures that visitors on the Squarespace 5 platform remain authenticated during their sessions.
Test	Cookie	Session	Investigates if the browser supports cookies and prevents errors.

squarespace-likes	localstorage	Persistent	Shows when you've already "liked" a blog post.
CHECKOUT_WEBSITE	Cookie	Session	Identifies the correct site for checkout when Checkout on Your Domain is disabled.

The following is a list of the Analytics And Performance Cookies used by Squarespace.

Cookie Name	Duration	Purpose
ss_cid	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvr	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvisit	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site

ss_cvt	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cpvisit	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cookieAllowed	30 days	Remembers if a visitor agreed to placing Analytics cookies on their browser if a site is restricting the placement of cookies

Security And Storage Of Information

All gathered information, regardless of type is not shared outside of the Website and its associated responsible entities.
The Website and its associated responsible entities guarantee the security of sensitive information captured via Forms or through automatic capturing, for your peace of mind.
Amaroonc.org.au is SSL secured, providing the standard of security used in most Website framework.
Any personal information is stored securely within the

Australian Privacy Principles (APP) And Standards

The following statements pertain to the OAIC Australian Privacy Principles provided at the below web address.
https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles

1.3 An APP entity must have a clearly expressed and up to date policy (the **APP privacy policy**) about the management of personal information by the entity.

1.4 Without limiting subclause 1.3, the APP privacy policy of the APP entity must contain the following information:

    A. the kinds of personal information that the entity collects and holds;
    B. how the entity collects and holds personal information;
    C. the purposes for which the entity collects, holds, uses and discloses personal information;
    D. how an individual may access personal information about the individual that is held by the entity and seek the correction of such information;
    E. how an individual may complain about a breach of the Australian Privacy Principles, or a registered APP code (if any) that binds the entity, and how the entity will deal with such a complaint;
    F. whether the entity is likely to disclose personal information to overseas recipients;
    G. if the entity is likely to disclose personal information to overseas recipients—the countries in which such recipients are likely to be located if it is practicable to specify those countries in the policy.

Complaints Regarding Violations

All complaints can be emailed to Ryan@sacredlab.com or sent anonymously to the address 26 Belgrave-hallam Rd, Belgrave 3160, Victoria and will be handled promptly and in accordance with the legal obligations as per the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.
Should Sacred Lab not respond within 30 days from the complaint being lodged (Please include date that letter is sent if sending complaint anonymously), please contact the OAIC from this page to pursue the complaint further.

Requests For Access to Personal Information And Seeking Corrections

Access of personal information which is captured through the use of forms can be gained via written request, mailed to 26 Belgrave-hallam Rd, Belgrave 3160 Victoria. Otherwise you can email Ryan@sacredlab.com.

Overseas Recipients And What Countries Receive Your Information

Squarespace is a US based company and as the host of the website and provider of the web framework, they will receive any of the personal information which will be gathered (most specifically represented in the list of cookies) throughout a visit to or interaction with a particular Squarespace website.

Updates

#1 - 01/07/19 - added Overseas Recipients section, added information to 'Filling Out Forms' subsection of 'What Information Is Captured', added updates section