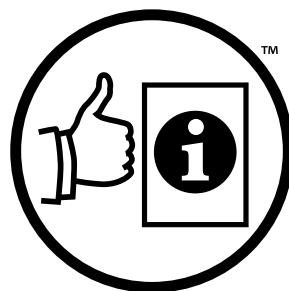




How we use your information

Magistrates' Court of Victoria



Easy English

Help with this book



You can get someone to help you

- understand this book

- find more information.



Contact information is at the end of this book.

About this book



This book is from the
Magistrates' Court of Victoria.



This book is about

- what information we collect when you visit
our website

- what we do with your information.



What happens when you visit our website?



Our website is mcv.vic.gov.au.



We can see data about how you use our website every time you visit.



For example, we can see

- what time you visit



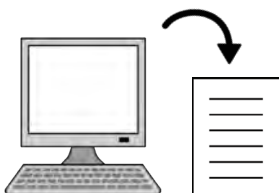
- what pages you click on



- how long you stay on each page



- what you search for



- what you **download**.

Download means you save a document from the internet onto your computer.



When you visit our website we can see if you use

- a computer

or



- a smartphone.



We can see from what country you visit our website.

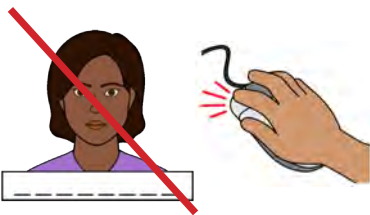


We can see what program you use to get on the internet.

For example, Google Chrome.



We can also see how you found our website on the internet.



We **never** know who you are if you just click around on our website.

Why do we collect website data?



We want to make sure our website is good.



We collect website data to understand

- how many people visit our website each day



- what people like to read



- if it is easy to find information



- if we need to make changes.

We also use the data we get to make our website safe against **hackers**.



Hackers are people who try to steal information from computers.

Who can see your website data?



We use a Google program to see what people do on our website.



The only people who can see this data are

- Google

and



- us.



Other people can only see your website data if

- you tell us it is ok

or



- the law says we must.



For example, sometimes we must share information with the police.

Can you stop the website data?



We use **cookies** on our website.

Cookies are small tools that collect data.



We put the cookies on your computer for the short time you are on the internet.



When you stop using the internet the cookies go away.



You can choose to stop some cookies.

Go to our website to choose the cookies you want to stop.



mcv.vic.gov.au/online-safety

If you stop some cookies

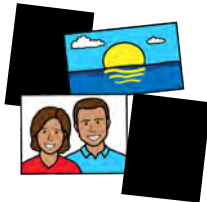


Our website might have problems if you choose to stop some cookies.



For example, you might **not** be able to

- see all information



- see all images



- find what you need.



Contact us if you need help to find information on our website.

Can we see personal information about you?



Personal information means things like

- your name



- your address



- your birthday.



We can only see personal information about you if you give it to us.

For example



- if you fill in a form

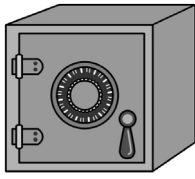


- if you send us an email



- you write your postcode in the search box on our website.

What we must do



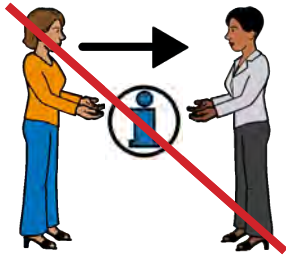
We must keep your information safe.



We must make sure **nobody** can change the information you give us.



We make sure **nobody** can steal your information.



We must **not** give your information to marketing companies.



If we need to talk to other people about your information we must ask you first.



The law says sometimes we must share your information even if you say **no**.

For example, if the police tells us to.

More information



Please contact your local court if you have any questions.



You can find your local court on our website.

Website

mcv.vic.gov.au/going-court/find-court



You can read the full text on how we use information on our website.



Website

mcv.vic.gov.au/privacy



If you do not speak English

Use the free Translating and Interpreting Service or TIS.



Call 131 450

Give the TIS officer the phone number you want to call.



If you need help to speak or listen

The National Relay Service can help you make a phone call.



Call 1800 555 660



Website accesshub.gov.au/nrs-helpdesk

Give the relay officer the phone number you want to call.

This Easy English document was created by Scope (Aust) Ltd. in December 2023 using Picture Communication Symbols (PCS). PCS is a trademark of Tobii Dynavox, LLC. All rights reserved. Used with permission. This document must not be sold to third parties. The images must not be reused without permission. For more information about the images, contact Scope on 1300 472 673 or visit scopeaust.org.au

