

Data Security

The Australian Registry of Wills, Deeds and Documents aims to provide a highly secure service. Under the *Privacy Act 1988*, Information Privacy Principle 4 regulates storage and security of personal information. The following steps have been taken to comply with Information Privacy Principle 4.

Secure socket layer (SSL) encryption protects information passing between the user and the Australian Registry of Wills, Deeds and Documents' database, while the user remains on the Australian Registry of Wills, Deeds and Documents' *secure* website. If you would like more information about SSL in general, you can go to [W3C 'The World Wide Web Consortium'](#). Here you can search the word 'SSL' or browse the 'Security FAQs' to gain further information.

Data Storage and Security Arrangements

- The collection of personal information is used to provide an effective registration service. To register as a public member, you will be required to provide proof of identity – for example, full name, address, date of birth, place of birth, contact number, email. Professional registrations will be required to provide the entity type, entity name, ACN/ABN, trading name, administrator's details, and professional account holder/s details (i.e. name, email, contact number).
- Upon registering, members create their own unique username and password, ensuring privacy and confidentiality is maintained.
- Members have full access to all of their personal information and can change/update their details at any time.
- Data that is sent between you and the Australian Registry of Wills, Deeds and Documents' website in these applications is encrypted using SSL.
- Completed transaction details are secured and stored by a principal host provider indefinitely.
- To retrieve information about a registered members' document/s, an enquirer must provide: 1. The registered member's full name, date of birth, and place of birth. 2. The enquirer's full name, date of birth and place of birth. 3. A randomly generated password that is sent to the enquirer's email address and/or answer a secrete question selected/formed by the member. 4. Successful payment details.
- CAPTCHA is used on all pages that require a person to input personally identifiable data. This is an additional security feature that helps protect the registration process and the retrieval of information on this website. CAPTCHA is used to verify that a human is inputting the data onto the system.