



**This Privacy Policy applies to nib Foundation Ltd ABN 25 386 092 124 as Trustee (“we” “us” and “our”) for the nib Foundation to which your expression of interest or grant application relates. It also applies to third parties appointed by the Trustee to advise or assist the Trustee in considering your expression of interest or grant application.**

nib Foundation is committed to protecting your privacy and ensuring that all information provided in and arising from an expression of interest or grant application be kept confidential. This Privacy Policy provides a framework for how the nib Foundation handles privacy considerations.

### **1 Collection**

We only collect personal information that is reasonably necessary for handling your Organisation’s (the Applicant) expression of interest or grant application. Personal Information is information or an opinion about an identified individual, or an individual who is reasonably identifiable and whether the information or opinion is true or recorded in material or not.

The Personal Information we collect includes but is not limited to, your name, contact and financial details. Sometimes we collect 'sensitive information' but we will only do so with your consent. Sensitive information is given the meaning under section 6 of the *Privacy Act 1988* (Cth).

nib Foundation may also obtain information about the Applicant and its people from third parties, such as referees provided by the Applicant or from other sources.

By declaring you have read and understood this privacy policy as required in the grant application, you consent to us collecting sensitive information and other personal information from you and when necessary from third parties, when it is reasonably required for the purpose of reviewing and administering an expression of interest or grant application.

### **2 Use**

We use Personal Information for the primary purpose of assessing the Applicant's expression of interest or grant application, and if it is successful, to provide a grant to the Applicant.

We may also use Personal Information for secondary purposes such as account management, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements. This will involve disclosing your personal information to other nib companies who provide administration and other services to nib Foundation. We will not use or disclose your personal information for a purpose other than:

- A purpose set out in this Privacy Policy
- A purpose you would reasonably expect
- A purpose required or permitted by law
- A purpose for which you have consented.

### **3 Disclosure**

Without some or all of your Personal Information, we may not be able to process your application. By declaring that you have read and understood this Privacy Policy, you consent to the Trustee to disclosing your Personal Information contained in, and arising from, the expression of interest or grant application to a third party, including, but not limited to, nib companies, their officers, contractors, service providers, agents and employees, so that these third parties are able to assist the Trustee to consider the expression of interest or grant application made.

We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example nib Foundation's officers, contractors, service providers, agents, employees and researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

When disclosing information to third parties, we require them to protect your Personal Information as strictly as we do from misuse, interference and loss and from unauthorised access, modification or disclosure, and we will take reasonable steps to ensure confidentiality and privacy obligations are upheld.

You must inform each individual whose Personal Information you are disclosing to us, of the contents of this Privacy Policy and details of the consent you have provided to us when you lodge an expression of interest or grant application with nib Foundation.

### **4 Security**

We take reasonable steps to protect the Personal Information we hold from misuse, interference, loss and from unauthorised access, modification or disclosure and we do not send Personal Information overseas.

We may hold Personal Information obtained from your expression of interest or grant application and any subsequent grant for our records. If we no longer need your Personal Information we will take reasonable steps to destroy the information or to ensure the information is de-identified.

## **5 Access and correction**

Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting the nib Foundation. An access fee may apply for reasonable costs incurred.

We take reasonable steps to make sure that the Personal Information we collect, use and disclose is accurate, complete, up to date and relevant. If an individual informs us the Personal Information we hold about them is inaccurate or incomplete, we will take reasonable steps to correct it.

## **6 Changes to this Privacy Policy**

nib Foundation reserves the right to change this Privacy Policy from time to time and as required by law. This Privacy Policy was last updated in April 2014.

## **7 Questions and complaints**

If you have any questions regarding this Privacy Policy or wish to make a complaint about how we have handled your Personal Information, you can complain to us in writing. We will respond to the complaint within 30 days.

Please contact us at:

Foundation Officer  
Phone: 02 4914 1773  
Email: [enquiries@nibfoundation.com.au](mailto:enquiries@nibfoundation.com.au)