

Privacy Policy

This Privacy Policy applies to nib foundation Ltd ABN 42 130 990 724 including in its capacity as trustee of the private ancillary fund known as nib foundation ABN 25 386 092 124 (“we” “us” and “our”).

The Privacy Policy of the nib Group (www.nib.com.au/docs/privacy-policy) does not apply unless where expressly noted.

We are committed to protecting the privacy of personal information and sensitive information we may hold about you and complying with our obligations under the *Privacy Act 1988* (Cth) (the ‘Act’). In this policy, ‘personal information’ and ‘sensitive information’ have the same meanings as under the Act.

Collection

We will generally collect information about you (whether personal information or sensitive information) and other information directly from you but also from others who provide the information to us in person, via phone or via our website(s) or social media platforms (including via cookies). We only collect personal information that is reasonably necessary.

The types of personal information we collect about you will be related to the specific purpose for which it has been collected. How much personal information you choose to disclose to us is completely up to you but limited information may mean we are unable to process your request or consider your expression of interest, communications or grant application.

The information we collect will include your name, email address, phone number(s), street address and financial details as relevant and are collected when you engage with us, including when you make an expression of interest or grant application, make an enquiry, provide feedback or make a complaint to us, or apply for employment with us.

We do not generally collect sensitive information unless it is relevant and we have your prior consent.

We may also obtain information about you and your organisation from third parties, such as referees or from other sources (including publicly available sources or social networking services).

Like many organisations, we use technology and tools that tell us when a computer or device has visited or accessed our content. Those tools include services from search engines and other companies that help us to tailor our general activities and offerings to better suit our purposes and functions. We do not use this data for targeted or behavioural marketing.

When you visit any of our websites, the relevant site server automatically makes a record of the visit (such as via cookies) and collects the following information:

- your server address – to enable us to tailor the website to your interests and requirements;
- the date and time of your visit – to enable us to know the website’s busy times;
- pages accessed and documents downloaded – to inform us about popular and important documents;
- duration of the visit – to tell us how interesting and informative the website is to you;
- the type of browser used – for browser specific coding; and
- your domain name or IP address, computer operating system, browser type and screen resolution - to enable us to optimise the website for different browsers.

You can change the privacy settings of your browser, in particular, you can refuse all cookies or opt to be notified each time a cookie is sent to your computer. By blocking or deleting cookies used on our website(s), you may not be able to take full advantage of products or services offered via our website(s).

Use and disclosure

We use personal information for the primary purpose of assessing your inquiry, expression of interest, communications or grant application, and if it is successful, to provide a grant or other ancillary assistance to you at our discretion.

We may use your personal information to provide you electronically or by post with marketing communications and invitations and offers of grants or other ancillary assistance that we or our third party partners believe may be of interest to you (and we will provide you with an opportunity to opt out).

We may disclose your personal information to other companies in the nib Group for the purposes of marketing and promotion of our activities. The Privacy Policy of the nib Group shall apply to personal information so collected and used (www.nib.com.au/docs/privacy-policy).

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 members of the nib Group who provide administration and other services to us. The Privacy Policy of the nib Group (www.nib.com.au/docs/privacy-policy) shall apply to the personal information so collected and used. We will not use or disclose your personal information for a purpose other than:

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

We may disclose personal information for the purposes set out above, to people and organisations who carry out functions for us, for example our officers, contractors, service providers, agents, employees and researchers, service providers, 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. This may include passing on and/or storing your personal information outside Australia or the country of collection. If we do so, for example, where a cloud service provider creates a backup of our data and stores that backup overseas, we will take reasonable steps to ensure that your personal information is handled by any overseas recipients in accordance with the Act and our instructions for the purposes described above. The location of any such backups of the data will vary from time to time, but may include the United Kingdom, the United States, Canada, Denmark, and Brazil. By providing us with your personal information, you consent to this disclosure of your personal information.

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 privacy obligations are upheld.

You must inform each individual whose personal information you are disclosing to us, of the contents of this policy and details of the consent you have provided to us when you lodge an expression of interest or grant application with us.

Security

We take reasonable steps to protect the personal information we hold from misuse, interference, loss and from unauthorised access, modification or disclosure.

While we take steps to protect your personal information when you send it to us, you should keep in mind that no internet transmission is ever completely secure or error-free. If you provide any personal information to us via our online services (including email), or if we provide information to you by these means, the privacy, security and integrity of any data transfer over the internet cannot be guaranteed. When you share information with us, it is at your own risk. If you reasonably believe that there has been unauthorised use or disclosure of your personal information, please contact us (see below).

We may hold personal information obtained from your inquiry, expression of interest, communications 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.

Access and correction

Subject to exceptions permitted by law, an individual may obtain access to the personal information we hold about them by contacting us. 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.

Changes to this policy

We reserve the right to change this policy from time to time or as required by law. Although we intend to observe this policy at all times, it is not legally binding on us in any way. From time to time we may regard it as necessary or desirable to act outside the policy. We may do so, subject only to any other applicable contractual rights you have and any statutory rights you have under the Act or other applicable legislation.

Questions and feedback

If you have any questions regarding this policy or wish to provide us with feedback about how we have handled your personal information, you can contact us in writing. We will respond within 30 days from receipt. Please contact us at:

Foundation Officer
Phone: 02 4914 1773
Email: enquiries@nibfoundation.com.au

If your feedback is a complaint, we will advise what (if any) action we consider appropriate to take in response or if we do not agree with you, we will provide reasons. If you remain unsatisfied you can contact the Office of the Australian Information Commissioner (www.oaic.com.au).

This policy was last updated in March 2020.

**Privacy Collection Notice: General
(Australian Privacy Principle 5.2)**

This collection notice relates to personal information collected by nib foundation Ltd in connection with its general grant application and community engagement activities.

Who is collecting the information?

nib Foundation Ltd ABN 42 130 990 724 including in its capacity as trustee of the private ancillary fund known as nib Foundation ABN 25 386 092 124 (“we” “us” and “our”) of 22 Honeysuckle Drive, Newcastle NSW 2300.

Our contact details are as follows:

Foundation Officer
Phone: 02 4914 1773
Email: enquiries@nibfoundation.com.au

How is the information collected?

We collect personal information from people and organisations who wish to apply for and enquire about receiving grants from us or to find out more about our work.

Is the collection required under a law or Court order?

No.

What are the purposes of collection?

The purpose of the collection is to process your request or application, maintain our records and to respond to your feedback or concerns. The purpose includes advising you about opportunities to participate in our work or activities.

What happens if we don't collect this information?

Without this information we may be unable to process your request or application.

Can you be anonymous?

You may request that we don't record your name when you make a request or application; however, we still need to confirm your identify before we can process an application for funding or other support. We also need to collect sufficient information from you to maintain appropriate records and satisfy our safeguarding or screening requirements.

To whom do we share this information?

We share this information with other members of the nib Group and service providers, such as information technology or other service providers.

Do we share the information overseas?

Generally no, although on occasion backups of data are stored or replicated on overseas hosted servers.

How can I access and seek correction of this information?

Information about how to access and seek correction of personal information we hold about you is contained in our privacy policy.

How can I complain?

Information about how to complain is contained in our privacy policy. You may also direct complaints to the Australian Information Commissioner as www.oaic.gov.au.