

## Australian Scholarships Limited Privacy Policy

### 1. About this policy

- 1.1 This Privacy Policy (**Policy**) sets out how Australian Scholarships Limited ABN 38 626 377 893 and its related companies (collectively, **we, us** and **our**) collects, handles and protects your personal information.
- 1.2 We are an Australian organisation focused on funding and facilitating scholarships for Australian not for profit directors and staff to undertake education, training and mentoring programs that improve their ability to lead and manage their organisations.
- 1.3 We work with various universities, training providers, educators and supporters to access and make scholarships available over a range of professional development related disciplines. These include formal tertiary programs, specialised programs and mentoring services and webinars. Disciplines include leadership, governance, finance, marketing and a range of functional management subjects.
- 1.4 We are committed to protecting your privacy and understand the importance of protecting your personal information. This Policy outlines the types of personal information that we usually collect, the purposes for which we collect it, to whom we disclose it, how we hold and keep it secure and your rights in relation to your personal information, including how to complain and how we deal with complaints.
- 1.5 We will handle your personal information in accordance with this Policy and all applicable laws, including the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**).

### 2. What is personal information?

- 2.1 In this Policy:
- (a) **personal information** means any information or opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not; and
  - (b) **sensitive information** is a subset of personal information that is generally afforded a higher level of protection by privacy laws. It includes your health information as well as information about your racial or ethnic origin, political opinions, membership of political, professional or trade associations or trade unions, religious beliefs, sexual orientation or practices and criminal record.
- 2.2 This Policy does not apply to the personal information of our employees.

### 3. Collection

- 3.1 We collect personal information (which may, because of the context or nature of the service, include health or other sensitive information).
- 3.2 The types of personal information we collect may include:
- (a) your name, age, gender or gender identity (where voluntarily supplied), ethnicity (where voluntarily supplied), address, phone number, email address and proof of change of name (if applicable);
  - (b) bank account and credit card details;

- (c) photographs for identification, such as headshots;
- (d) academic and other qualifications, including details of institution, location, major and year conferred, awards, prizes, scholarships, honours and other professional qualifications held (including proof, where applicable);
- (e) current employment information, professional employment history (including positions held and the functions carried out in those positions) and volunteer roles (past or present);
- (f) professional interests, goals, knowledge, skills and abilities, professional development needs, professional concerns and employer benefits;
- (g) membership of a professional or trade association (where applicable);
- (h) medical information (where voluntarily supplied); and
- (i) records of our communications with you, including any complaints, requests or queries.

3.3 We collect personal information for the purposes of undertaking our functions and activities, including:

- (a) determining an applicant's eligibility for a program and to distinguish between applicants on relevant aspects of merit and professional accomplishment;
- (b) identifying the potential benefit of an award of scholarship to an applicant based on the selection committee's assessment of their management and professional development needs;
- (c) confirming the identity of applicants;
- (d) distinguishing between applicants;
- (e) contacting applicants, alumni, employees and volunteers;
- (f) payment of travel grants;
- (g) receiving and processing donations;
- (h) managing subscriptions and other marketing activities;
- (i) the analysis and production of statistics;
- (j) to help us manage, develop and enhance our programs and/or services;
- (k) complying with legal obligations;
- (l) administering our awards in accordance with Australian Government legislation in relation to charities; and
- (m) determining the suitability of volunteers.

3.4 Generally, we will collect your personal information directly from you when you interact with us (e.g., by email, telephone, or through our website including when you register an account with us).

3.5 We may collect personal information from or about you from third parties such as partner organisations in the corporate, philanthropic and higher education sectors, job placement agencies or from publicly available sources, such as search engines and professional social networks, like LinkedIn.

#### **4. Collection via our Website**

- 4.1 Our website (<https://www.scholarships.org.au/>) uses 'cookies' to collect information about website visits, such as your computer's IP address, data and time of your visit, and pages viewed. We collect and use this information for statistical and website improvement purposes.
- 4.2 You can modify your browser to reject cookies, however this may affect certain website features and functionality.

#### **5. Dealing with us anonymously or using a pseudonym**

- 5.1 Where possible and lawful, you may interact with us anonymously or using a pseudonym.
- 5.2 However, for many of our functions and activities we usually need your name, contact information and other details to enable us to provide our services to you.

#### **6. Use and disclosure**

- 6.1 We will not use or disclose your personal information for purposes other than the purpose for which it was collected (or a related purpose), unless you have consented to that other purpose, or we are required or permitted to do so by law.
- 6.2 We may disclose your personal information to our services providers who are based overseas. The countries in which entities to whom we disclose your personal information are located include the United States.
- 6.3 If we disclose your personal information to any recipient located outside of Australia, we will take reasonable steps to ensure that the recipient also treats that information in accordance with the Privacy Act.
- 6.4 We may disclose relevant personal information to our volunteer assessor panel, employees, education providers, funders, related companies, third parties who assist us in supplying our services or who perform operational, administrative and other related functions on our behalf (including technology and business service providers), and to others in order to comply with our legal obligations.
- 6.5 We may use your personal information for direct marketing purposes to tell you about services and offers that we think may be of interest to you. We may contact you by mail, telephone, email or SMS to market our services. We will always give you the opportunity to opt out of receiving any future direct marketing communications.

#### **7. Integrity and security of personal information**

- 7.1 We will take reasonable steps to ensure that the personal information we collect and hold about you is accurate, up-to-date, and complete. To assist us, please ensure that the information you provide to us is correct and advise us of any updates.
- 7.2 Personal information may be stored in electronic or hard copy form. We will take all reasonable and appropriate steps to protect the personal information we collect and hold from misuse, interference and loss, and from unauthorised access, modification or disclosure.
- 7.3 If we hold personal information that is no longer needed for any purpose for which it may be used or disclosed, or required by law to be retained, we will take reasonable steps to destroy or permanently de-identify that personal information.

## **8. Access to and correction of personal information**

- 8.1 You may request access to, or correction of, the personal information we hold about you by contacting us on the details set out below. Subject to any applicable legal exceptions, we will process your request within a reasonable timeframe.
- 8.2 If we decide not to provide you with access to or correct your personal information, we will advise you of the reasons for our decision.

## **9. Complaints**

- 9.1 If you have any questions or concerns regarding how we manage your personal information, you can contact us in writing via the contact details below. We will acknowledge and review your reason for contact, and respond within a reasonable timeframe.
- 9.2 If we are unable to satisfactorily resolve your concern or complaint, you can contact the Office of the Australian Information Commissioner (**OAIC**) via the OAIC website ([www.oaic.gov.au](http://www.oaic.gov.au)) or by calling 1300 363 992.

## **10. Other organisations' websites**

The Website and our email communications may contain links to other websites. We do not control these websites or any of their content and if you visit these websites, they will be governed by their own terms of use (including privacy policies).

## **11. Changes to this Policy**

Using our sole discretion, we may amend this Policy, in whole or part, at any time.

## **12. Contact us**

If you have any questions about this Policy, wish to request access to your personal information, correct or update your details or raise any privacy concerns you may have, please contact us at:

### **Australian Scholarships Limited**

Address:

Scholarships Manager

Level 7, 1 Chifley Square, Sydney NSW 2000

Phone: 1300 248 675

Email: [info@scholarships.org.au](mailto:info@scholarships.org.au)