

Privacy Policy

Policy number	005	Version	002
Board approval	17/04/2024	Scheduled review date	April 2026

1. Privacy Policy

The St Andrew's Foundation (the **Foundation**) is committed to protecting the privacy of the personal information which the organisation collects, holds and administers. This policy outlines the Foundation's policy on how the Foundation uses and manages personal information provided to or collected by it.

Personal information is information which directly or indirectly identifies a person. Sensitive information relates to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual orientation or criminal record, that is also personal information.

The Foundation is bound, or has elected to be bound, by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth).

We may update this Policy from time to time to reflect changes in our practices and legal requirements. The most recent version of the Policy will be available on our website. By engaging with the Foundation, you acknowledge that you have read and understood our Privacy Policy and agree to its terms. Your continued engagement with the Foundation constitutes your acceptance of any updates to the Policy.

2. Collection of personal information

The type of information the Foundation collects and holds may include (but is not limited to) personal information, including sensitive information, about:

- personal names,
- addresses,
- contact details (such as telephone number or email); and
- religious beliefs or affiliations.

In relation to the trustees or directors of the corporate trustee of the Foundation, the Foundation may also collect and hold the following personal and sensitive information:

- date of birth,
- gender; and
- membership of a professional or trade association.

The Foundation typically collects and holds such personal information from grant applicants, donors and trustees/directors of the Foundation. The Foundation will generally collect personal information held about an individual by way of forms, phone calls, forms, and meetings.

You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any assistance to you except for the most general responses to general enquiries, unless you identify yourself.

In some circumstances the Foundation may be provided with personal information about an individual from a third party, for example by the association applying for a grant of whom the individual is affiliated.

3. Use of personal information

The Foundation will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented. Our primary purposes of collection include to:

- evaluate grant applications and make informed decisions,
- process donations and acknowledge contributions,
- communicate with donors, trustees and other stakeholders about our activities,
- maintain accurate records for legal and regulatory purposes; and
- improve our services to better meet the needs of our community.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

4. Disclosure of personal information

The Foundation may only disclose personal information, including sensitive information, held about an individual to:

- government departments as required by law,
- service providers who assist us in carrying out our activities (e.g., financial advisers, auditors); and
- anyone you authorise the Foundation to disclose information to.

We will never disclose the actual names of recipients of the services of the programs we fund.

5. Storage of personal information

The Foundation utilises the information management system cloud service hosted by iManage which uses servers in Australia.

The Foundation will not otherwise send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

6. Data security

The Foundation is required to respect the confidentiality of personal information and the privacy of individuals.

The Foundation has in place steps to protect the personal information the Foundation holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including individualised login access rights to computerised records.

7. Accessing and updating personal information

The Foundation endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the Foundation by contacting our Privacy Officer (see below) at any time.

You have the right to check what personal information the Foundation holds about you. Under the *Privacy Act 1988* (Cth), an individual has the right to obtain access to any personal information which the Foundation holds about them and to advise the Foundation of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information the Foundation holds about you, please contact our Privacy Officer in writing.

The Foundation may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, the Foundation may charge a fee to retrieve and copy any material. If the information sought is extensive, the Foundation will advise the likely cost in advance.

8. Destruction of personal information

The Australian Privacy Principles require the Foundation not to store personal information longer than necessary. When the Foundation no longer requires your personal information and we are not required to keep it to comply with any laws, we will take such steps as are reasonable in the circumstances to destroy your personal information or to ensure that the information is de-identified.

9. Enquiries to Privacy Officer

If you would like further information about the way the Foundation manages the personal information it holds, please contact our Privacy Officer at the following details:

Privacy Officer:

Belinda Hudson

Director

William Buck

Level 20, 181 William Street

Melbourne VIC 3000

Ph: +61 3 8823 6819

E: belinda.hudson@williambuck.com

If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Privacy Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns, we will meet with you to discuss it further.

If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via enquiries@oaic.gov.au or 1300 363 992.

Related Documents

- Nil

Version History

Version Number	Board Approval Date	Summary of changes
001	17/4/24	N/A
002	20/8/25	Adoption of new template

Questions

If you have any questions about this policy, please contact standrewsfoundation@williambuckvic.com, or Attention: Belinda Hudson, William Buck, Level 20/181 William Street Melbourne VIC 3000.