

Fairfax Foundation Privacy Policy

Version Number	1
Effective Date	September 2023

1. PURPOSE

This policy describes the Fairfax Foundation's approach to privacy of personal information.

"Personal information" has the meaning given to it in the *Privacy Act 1988* (Cth). In general terms, it is any information that can be used to personally identify you. This may include (but is not limited to) your name, age, gender, postcode and contact details (including phone numbers and email addresses) and possibly financial information, including your credit card, direct debit or other account information. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

2. SCOPE

This policy applies to all personal information held or controlled by the Fairfax Foundation.

3. WHAT PERSONAL INFORMATION WE COLLECT AND HOLD

For the most part, personal information collected by the Fairfax Foundation falls under two categories:

- information concerning staff and directors, as required in the normal course of human resource management; and
- information concerning applicants with whom the Fairfax Foundation has dealings (including name, mailing or street address, email address, telephone number, age or date of birth, statements of financial position, bank account details for electronic payments, medical records).

4. HOW WE COLLECT PERSONAL INFORMATION

We collect your personal information directly from you unless it is unreasonable or impractical to do so.

We do this in ways including:

- application forms you submit to the Fairfax Foundation and supporting documentation;
- discussions with people who may have referred you to the Fairfax Foundation; and
- directly from you in connection with your application.

5. WHY DO WE COLLECT, HOLD, USE AND DISCLOSE PERSONAL INFORMATION

The primary purpose for which we collect information about you is to enable us to perform the Fairfax Foundation's functions. We collect, hold, use and disclose your personal information for the following purposes:

- to verify your identity;
- to understand your set of circumstances and adequately assess your application;
- to provide you with the products and services you request, as well as information on other services offered by the Fairfax Foundation;
- as required or permitted by any law (including the *Privacy Act*).

Your personal information will not be shared or disclosed other than as described in this Privacy Policy.

6. HOW DO WE DISCLOSE YOUR PERSONAL INFORMATION

We may disclose your personal information to:

- Fairfax Foundation Board for the purpose of viewing your application and discussions at Fairfax Foundation Board meetings;
- third parties in connection with services you have accessed (eg. payment of outstanding accounts) or potential services for additional support/assistance (e.g. financial counselling);
- the police, any relevant authority or enforcement body, and
- as required or permitted by any law (including the *Privacy Act*).

7. ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

You may request access to any personal information we hold about you at any time by contacting us (details below). Where we hold information that you are entitled to access, we will try to provide you with suitable means of accessing it. In some instances, we may need to refuse access if granting access would interfere with the privacy of others, or if it would result in a breach of confidentiality. If that happens, we will give you written reasons for any refusal.

If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request us to amend it. We will consider if the information requires amendment. If we do not agree that there are grounds for amendment, then we will add a note to the personal information stating that you disagree with it.

8. HOW YOU CAN COMPLAIN ABOUT A BREACH OF PRIVACY

If you believe your privacy has been breached by us, have any questions or concerns about our Privacy Policy, please contact us using the contact information below and provide details of the incident so that we can investigate it.

We will treat your requests or complaints confidentially. Our representative will

contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in a timely and appropriate manner. Please contact us at applications@fairfaxfoundation.com.au or by mail at:

The Fairfax Foundation
Level 9, 1 Denison Street
North Sydney NSW 2060

9. DISCLOSURE OF PERSONAL INFORMATION OUTSIDE AUSTRALIA

We may disclose personal information to our related bodies corporate and external service providers located overseas for some of the purposes listed above. We take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your personal information.

10. SECURITY

We will take all reasonable steps to protect the personal information that we hold from misuse, loss, or unauthorised access, including by means of firewalls, password access and secure servers.

If you suspect any misuse or loss of, or unauthorised access to, your personal information, please let us know immediately.

11. CHANGES TO OUR PRIVACY POLICY

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website www.fairfaxfoundation.com.au. This privacy policy was last updated in September 2023.