

## Privacy Statement- St.George Foundation, BankSA Foundation and Bank of Melbourne Foundation

### About St.George Foundation, BankSA Foundation and Bank of Melbourne Foundation

St.George Foundation Limited ABN 46 003 790 761 as trustee for St.George Foundation Trust ABN 44 661 638 970, BankSA Foundation and Bank of Melbourne Foundation (**we, us, our**) are bound by the *Privacy Act 1988* (Cth) (**Privacy Act**) and must protect your personal information in accordance with the Privacy Act and this St.George Foundation, BankSA Foundation, and Bank of Melbourne Foundation Privacy Statement (**Privacy Statement**).

The privacy and security of your personal information is very important to us. We are committed to earning and maintaining your trust by carefully and respectfully managing your personal information.

You can view or download a copy of this Privacy Statement online at [St.George Foundation](#), [BankSA Foundation](#), or [Bank of Melbourne Foundation](#), or contact us for a free printed copy using the contact details under the heading 'Contact Us' below.

### About this Privacy Statement

This Privacy Statement provides important information about how we collect and handle your personal information, including the purposes for which we collect and use your information and the types of organisations we share it with. It also explains how you can access and correct the personal information we hold about you, and how you can make a complaint about our handling of your personal information.

This Privacy Statement explains how we handle and manage personal information we collect about you as a:

- person applying for a grant with us;
- volunteer;
- person participating in a raffle;
- person attending one of our events; and
- person that otherwise provides us with personal information.

The terms "personal information" and "sensitive information" are as defined in the Privacy Act.

"Personal information" includes information or an opinion about an identified individual or an individual who is reasonably identifiable. Examples include an individual's name, signature, address or date of birth.

"Sensitive information" is a type of personal information that includes information or an opinion about an individual's racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, trade union membership or associations, sexual orientation or practices, criminal record, health information, genetic information and certain biometric information when used for certain purposes.

## **Grant and/or Fundraising Partners**

In this Privacy Statement we refer to 'Grant and/or Fundraising Partners' and 'Partners'. These terms describe our associated entities and service providers that help us to operate our activities including, but not limited to, those listed below:

- Westpac Banking Corporation ABN 33 007 457 141 (**Westpac**) which provides services to us including operating the St.George Foundation, Bank of Melbourne Foundation and BankSA Foundation websites, assisting with grant assessments and selection processes, and event registration and management services;
- GalaBid Pty Ltd ABN 87 150 269 720, Good2Give ABN 32 089 603 314 and GoFundraise Pty Ltd ABN 43 177 454 127 which provide fundraising and donation facilitation services to us; and
- Our Community Pty Ltd ABN 24 094 608 705 trading as SmartyGrants which provides online grant application services to us.

## **You do not need to provide us with your personal or sensitive information**

You do not have to provide us or our Grant or Fundraising Partners with your personal or sensitive information. However, if you choose not to provide us or them with the personal and/or sensitive information reasonably requested from you or you fail to provide adequate personal information, we (or they) may be unable to assess your grant application, accept your donation, register you to attend one of our fundraising events or otherwise provide you with information about our grant programs, as the case may be.

## **How this Privacy Statement applies to you**

Depending on the circumstances in which you engage with us and whether directly with us or with the support of a Grant or Fundraising Partner, some or all of this Privacy Statement will be relevant to you in addition to any privacy notice or privacy policy of that Grant or Fundraising Partner.

Where we collect your personal information and you are a representative, director, corporate officer, signatory, beneficiary or shareholder of one of our corporate sponsors, or otherwise deal with us on behalf of a corporate sponsor, this Privacy Statement applies to you.

While this Privacy Statement relates to all of your personal information collected and handled by us, including through your use of services facilitated by our Grant or Fundraising Partners or provided to us by our Partners in relation to any of our activities, it does not cover our Grant or Fundraising Partners' collection, use or disclosure of your personal information for which you should refer to their separate privacy policies (as applicable).

## **If you give us personal information about someone else**

Before you provide another person's personal information to us you must make them aware:

- that you will be doing this;
- of the contents of this Privacy Statement and any other relevant supplementary privacy notices; and

- that we will collect, use and share their personal information in accordance with this Privacy Statement and any other supplementary privacy notices we have notified you of (see immediately below).

## **Supplementary St.George Foundation, BankSA Foundation and Bank of Melbourne Foundation Privacy Notices**

On occasion we may need to provide you with information specific to the collection of additional personal information (for example, not specified in this Privacy Statement), in which case we will provide you with a supplementary privacy notice.

Please read this Privacy Statement and any supplementary privacy notices we notify you of and contact us using the details provided under the heading 'Contact Us' below if you have any questions.

### **Consent to collect, use and disclosure of your sensitive information**

By providing us with any of your sensitive information which we specifically detail in this Privacy Statement, you consent to our collection, use and disclosure of that sensitive information in accordance with and as set out in this Privacy Statement.

You have the right to withdraw your consent for our collection, use and disclosure of your sensitive information at any time by contacting us using the details under the heading 'Contact Us' below. However, if you withdraw your consent for our collection, use and disclosure of your sensitive information we will no longer be able to assess your grant application, accept your donation, register your attendance at one of our fundraising events or otherwise provide you with information about our grant programs, as the case may be.

### **What personal information we collect about you and why**

The personal information we collect about you will depend on the circumstances in which we are dealing with you. For example, if you are applying for a grant, providing a reference in support of another person's application, making a donation to us or attending an event. In the table below, we list examples of the personal information we collect about you and what we use it for:

Type of personal information	Examples of what this may include	Purposes
Applicant or supporter contact details	Your name, State or Territory of residence, role or position title, contact details such as telephone numbers and email addresses.	<ul style="list-style-type: none"><li>• process your application for grant funding from St.George Foundation, BankSA Foundation or Bank of Melbourne Foundation;</li><li>• process your donation to us and issue a receipt for your donation;</li><li>• inform you of the outcome of your grant application;</li><li>• engage you as a volunteer;</li><li>• register you for our events, contact you post event to obtain your feedback and inform you of upcoming events;</li><li>• conduct other fundraising activities such as raffles;</li></ul>

Type of personal information	Examples of what this may include	Purposes
		<ul style="list-style-type: none"> <li>provide you with promotional information and updates about St.George Foundation, BankSA Foundation or Bank of Melbourne Foundation (for example, details of fundraising activities or upcoming events);</li> <li>comply with our legal obligations (for example, taxation, anti-money laundering and Australian Charities and Not-for-profit Commission regulations).</li> </ul>
References	Information from reference forms completed by a referee.	<ul style="list-style-type: none"> <li>engage you as a volunteer;</li> <li>comply with our legal obligations (for example, anti-money laundering regulations);</li> <li>process your application for grant funding from St.George Foundation, BankSA Foundation or Bank of Melbourne Foundation.</li> </ul>
Financial Information	Bank account number	<ul style="list-style-type: none"> <li>to facilitate payment for grants or other payments.</li> </ul>
Photographs, video or audio recordings	<ul style="list-style-type: none"> <li>Photographs, video or audio recordings that you provide to us in connection with a grant application.</li> <li>Photographs of guests at our events.</li> </ul>	<ul style="list-style-type: none"> <li>publish information in our annual reports such as the details and outcomes of our grant programs;</li> <li>use in newsletters, promotional material and our annual reports.</li> </ul>
File note records of conversations and other correspondence	Written records of conversations and other correspondence you may have with us in the form of notes made by us.	<ul style="list-style-type: none"> <li>process your application for grant funding from St.George Foundation, BankSA Foundation or Bank of Melbourne Foundation;</li> <li>conduct other fundraising activities such as raffles.</li> </ul>
Sensitive Information	Dietary preferences, allergy information and special accommodation requirements for attendance at one of our events.	<ul style="list-style-type: none"> <li>register you for our events and meet your needs at our events.</li> </ul>

We may also collect and/or use your personal information for other or additional purposes where permitted or required by law or where you have provided us with your consent to do so.

### How we collect personal information about you

We collect most personal information about you directly from you, whether in person, over the phone or electronically such as through our website, when you register to attend an event or as part of your engagement with us.

From time to time we may collect personal information about you from others. For example, we may collect your information from:

- publicly available sources of personal information such as name, role and associated charities of responsible persons from public registers e.g. the Australian Charities and Not-for-profits Commission (ACNC) Charity Register for the purpose of confirming registration status and responsible persons of grant recipients;
- if you have applied for a grant, any referee you have listed on your application;
- our corporate sponsors, for example where you are a representative, director, shareholder, corporate officer or signatory, beneficiary or shareholder of one of our corporate sponsors;
- your representatives (including your legal adviser, executor, administrator, guardian, trustee or attorney);
- our Grant or Fundraising Partners who jointly with us, facilitate our grant making and fundraising activities; and
- social media platforms if you publicly comment or send us a private message (but we will never ask you to give us personal information publicly over LinkedIn or any other social media platform that we use).

### Laws that require us to collect, use and/or disclose your personal information

Certain laws require us to collect, use and/or disclose your personal information in particular circumstances, including:

- to handle and manage your personal information as regulated by the *Privacy Act 1988 (Cth)*; and
- if we are required to disclose personal information to receivers or bankruptcy trustees (or similar) under the *Bankruptcy Act 1966 (Cth)* and *Corporations Act 2001 (Cth)*.

### Who we disclose your personal information to and why

We may disclose or share your personal information with third parties but only for the purposes listed below or as otherwise permitted by the Privacy Act:

Third Party	Purposes
<b>Grant and/or Fundraising Partners</b>	Partners that help us operate our grant and fundraising activities, and websites including: <ul style="list-style-type: none"> <li>• our associated entities such as Westpac; and</li> <li>• our agents, contractors and service providers such as event organisers, IT providers, mailing houses and travel consultants.</li> </ul>
<b>Volunteers</b>	Persons involved in the establishment and maintenance of our programs involving the provision of non-financial support (for example, volunteer and pro bono support).
<b>Regulatory authorities, and government bodies</b>	Regulatory bodies, government entities or agencies and law enforcement bodies in any jurisdiction where required or authorised by law to do so.
<b>Other persons</b>	<ul style="list-style-type: none"> <li>• Persons involved in the assessment of nominations or applications, such as governors of St. George Foundation and employees of Westpac</li> </ul>

	<p>assisting with the assessment and selection process including foundation, legal, risk and finance reviewers; and</p> <ul style="list-style-type: none"> <li>Other persons that assess volunteer and grant applications with St. George Foundation, BankSA Foundation or Bank of Melbourne Foundation or otherwise in connection with a grant or fundraising program, such as community representatives.</li> </ul>
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We may also disclose your personal information for other or additional purposes where required or authorised by law or where you have provided us with your consent to do so.

## Sharing your personal information overseas

We do not disclose your personal information to third parties or Westpac located outside Australia.

Some of our Grant and Fundraising Partners may store your personal information overseas, including GalaBid and SmartyGrants. Please refer to the privacy policy of the third-party organisation for more details.

## How we protect your personal information

We take a range of physical, electronic and other security measures to protect the security, confidentiality and integrity of your personal information (including your sensitive information) which we hold. For example:

- access to our information systems is controlled through identity and access management controls;
- employees and contractors are bound by internal information security policies and are required to keep personal information secure;
- all employees and contractors are required to complete training about privacy and information security;
- volunteers and others providing pro-bono support must follow confidentiality requirements and information security procedures;
- we monitor and review our compliance with internal policies; and
- we regularly assess our security measures against industry best practices.

## Accessing and correcting your personal information

You can request access to the personal information (including your sensitive information) that we hold about you. You can also ask for corrections to be made to your personal information. To do either of these, please contact us using the contact details under the heading 'Contact Us' below.

We will seek to verify your identity before we allow access or make changes to your personal information.

There is no fee for requesting corrections to your personal information or for us to make those corrections. In some circumstances, we may charge you a reasonable amount for providing you access to your personal information to cover the costs of locating the information, copying it and supplying it to you.

We are not required to provide you with access to your personal information in certain limited circumstances, for example where a Court or Tribunal order requires us to deny access. There are also

certain circumstances in which we are not required to correct your personal information – for example, where we are not satisfied that the information we have on record for you is inaccurate, out-of-date, incomplete, irrelevant or misleading.

If we refuse to give you access to or to correct your personal information, we will give you a notice explaining our reasons (except to the extent it would be unreasonable or unlawful for us to do so) and provide you with information on how you can complain about our refusal.

## **Resolving your privacy complaints and concerns**

If you have a question or complaint about how your personal information is being handled by us, please contact us by using the contact information under the heading 'Contact Us' below. We will acknowledge your complaint as soon as we can and we will let you know if we need any further information from you to resolve your complaint.

Alternatively, if you have a question about how a Grant or Fundraising Partner is handling your personal information, please contact the Grant or Fundraising Partner first by using their contact details in their respective privacy policy.

We aim to resolve complaints as quickly as possible. We strive to resolve complaints within thirty (30) days. If your complaint is taking longer, we will let you know what is happening and a date by which you can reasonably expect a response.

## **Office of the Australian Information Commissioner**

Under the Privacy Act you may complain to the Office of the Australian Information Commissioner (OAIC) if you have raised a complaint with us and you're not happy with our response or have concerns about the way we handle your personal information.

The contact details for the OAIC are set out below:

Mail:	GPO Box 5218, Sydney NSW 2001
Phone:	1300 062 992
Email:	<a href="mailto:enquiries@oaic.gov.au">enquiries@oaic.gov.au</a>
Online enquiries:	<a href="https://www.oaic.gov.au/privacy/privacy-complaints">https://www.oaic.gov.au/privacy/privacy-complaints</a>

## **Contact Us**

### **St.George Foundation**

Please contact us:

- over the phone on 1300 726 023
- by email – [stgeorgefoundation@stgeorge.com.au](mailto:stgeorgefoundation@stgeorge.com.au)
- by writing to us -  
Level 19  
275 Kent St  
Sydney NSW 2000





## **BankSA Foundation**

Please contact us:

- over the phone on 1300 851 360
- by email – [banksafoundation@banksa.com.au](mailto:banksafoundation@banksa.com.au)
- by writing to us - Level 8  
97 King William Street  
Adelaide SA 5000

## **Bank of Melbourne Foundation**

Please contact us:

- over the phone on 1300 851 340
- by email – [bomfoundation@bankofmelbourne.com.au](mailto:bomfoundation@bankofmelbourne.com.au)
- by writing to us - 150 Collins Street  
Melbourne VIC 3000

## **Changes to this Privacy Statement**

We may update this Privacy Statement from time to time. Please ensure you review it periodically for changes. An up-to-date version of this Privacy Statement is available at any time at

St.George Foundation - <https://www.stgeorgefoundation.com.au>,

BankSA Foundation - <https://www.banksafoundation.com.au>, or

Bank of Melbourne Foundation - <https://www.bankofmelbournefoundation.com.au>.

Your continued engagement with us or the provision by you of further personal information to us after this Privacy Statement has been revised will be deemed to be your acceptance of (and, for sensitive information, your consent to) the so revised Privacy Statement.

This Privacy Statement was last revised in February 2024.

*St.George Foundation, BankSA Foundation and Bank of Melbourne Foundation acknowledge the traditional owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respect to Australia's First Peoples, and to their Elders, past and present.*

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