



Westpac Future Leaders Scholarship

PRIVACY POLICY AND COLLECTION STATEMENT

Your privacy is respected by Westpac Scholars Limited as trustee for Westpac Bicentennial Trust (**Foundation**) and your personal information will be handled in accordance with the Privacy Act 1988 (Cth), including the Australian Privacy Principles.

This Privacy Policy contains important information about how we collect, hold, use and disclose your personal information, if you are an individual we deal with, such as an Applicant for a Westpac Future Leaders Scholarship, a referee nominated by the Applicant (**Referee**) or a volunteer involved with the Foundation.

The nature of the personal information we will collect and hold will vary depending on the circumstances in which we are dealing with you. This information may include:

- information we collect from you on the application form or other documentation (such as your name, date of birth, address – both postal and private, contact details including telephone numbers and email, qualifications, employment history and information about your community activities); and
- information from reference forms completed by a Referee.

We usually collect your personal information directly from you. However, in some circumstances we may also collect information from third parties (such as from Referees to verify the information you have provided us).

As a general rule, we do not collect sensitive information about you. However, in circumstances where we require sensitive information from you for a lawful purpose, we will seek your consent to collect it.

We will only collect, hold, use and disclose your personal information as reasonably necessary to run the Foundation and as permitted by law. These purposes may include:

- processing applications and selecting Westpac Future Leaders Scholars;
- promoting Westpac Future Leaders Scholarships, including issuing media releases at the time the annual Scholarships are announced (which may include the name of a Scholar and details in relation to his or her study plan and aspirations);
- publishing information in our Annual Report such as the details of the study program;
- engaging, or assisting a successful Applicant to engage, with service providers, contractors or suppliers that may be necessary for, or assist with, the Scholarship study program (for example, we may provide information to travel consultants to arrange travel for successful Applicants); and



- complying with various Australian laws which may either expressly, or in effect, require the Foundation to collect your personal information.

If you do not provide the personal information we request, we will be unable to assess your Scholarship application.

The Foundation may disclose your personal information for the purposes listed above or as otherwise permitted by the Privacy Act to third parties including but not limited to:

- related entities, third parties associated with the Foundation's purposes, and affiliates;
- persons involved in the assessment of applications, such as members of Selection Committees;
- service providers, such as travel consultants, insurance providers, information providers, advisors and agents;
- Australian and foreign law enforcement agencies, bodies, authorities and courts;
- other persons that we need to deal with in assessing an Application or otherwise in connection with a Scholarship study plan, such as referees, community representatives medical providers or insurers; and
- other persons and entities as permitted under the Privacy Act.

Some of the recipients to whom we may disclose your personal information may be based overseas. It is not practicable to list every country to which your personal information may be transmitted from time to time. The countries to which the information may be transmitted will vary depending on where you are permitted by the Foundation to undertake work experience or other activities overseas as part of your development plan, and the nature and location of the work experience or activities.

Your personal information may be stored in hard copy documents or in electronic form in our computer systems. We will take reasonable measures to protect your personal information from loss, modification, unauthorised access and misuse.

As required by the Privacy Act, we will take reasonable steps to destroy or de-identify any personal information that is no longer required for a permitted purpose.

You have a right to access the personal information that we hold about you at any time, subject to certain exemptions under the Privacy Act.

You may request access to your personal information in writing.

We will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete, up-to-date and relevant to our dealings with you and the nature of our relationship with you.



Bicentennial Foundation

If you would like to request a correction to your personal information held by us, you may contact us in writing. The relevant contact details are provided below.

If you believe your personal information has not been treated consistently with the Privacy Act, please contact us. We will investigate your privacy complaint and respond to you as soon as practicable. We aim to resolve all complaints within a period of about 30 days.

If you are unhappy with the handling of your complaint you may refer the complaint to the Office of the Australian Information Commissioner (visit www.oaic.gov.au for more information).

If you wish to **contact us** about the privacy-related matters described above or find out more information about our privacy practices, please use the contact details below:

The Privacy Officer

Westpac Bicentennial Foundation

Level 20, Westpac Place, 275 Kent Street, Sydney, NSW 2000 in writing or send an email to

westpacscholars@westpac.com.au