



## PRIVACY POLICY AND COLLECTION STATEMENT

Your privacy is respected by Westpac Scholars Limited as trustee for Westpac Scholars Trust (Trust) ) 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 the Westpac Scholars program (**Applicant**);
- a referee nominated by the Applicant (**Referee**);
- a volunteer involved with the Trust;
- an account holder with the Westpac 100 Scholars Network; or
- a visitor to the Trust's website.

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, gender, date of birth, address – both postal and private, contact details including telephone numbers and email, qualifications, employment history, images of you and information about your community activities);
- information from reference forms completed by a Referee;
- information we collect from you on the registration process for the Westpac 100 Scholars Network (such as your name, email address, your photographic or video image and location); and
- information we collect from you electronically through your use of our website (such as the date and time of your visits, which pages are viewed, how you navigate through the site and interact with pages, previous sites visited, location information, information about the device used to visit our website and IP addresses).

We use technology called cookies when you visit our site. Cookies are small pieces of information stored in your hard drive or in memory. They can record information about your visit to the site, allowing it to remember you the next time you visit and provide a more meaningful experience.

One of the reasons for using cookies is to offer you increased security. The cookies we send to your computer cannot read your hard drive, obtain any information from your browser or command your computer to perform any action. They are designed so that they cannot be sent to another site, or be retrieved from any non-Westpac Group site.

Our site may provide links to third party websites. The Trust is not responsible for the conduct of sites which are not operated by the Trust.

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 for the purposes which are relevant to the Trust and as permitted by law. These purposes include:

- processing applications and selecting scholars;
- promoting the Trust and the Westpac Scholars program, including issuing media releases at the time the annual scholarships are announced (which may include the name of a scholar, photographic or video images of the scholar and details in relation to his or her study/research plan and aspirations);
- publishing information in our Annual Report such as the details of the study/research program;
- updating our records and keeping your information up to date;
- using your photographic or video image and name on the Trust's website and in publications which include but are not limited to newspapers, catalogues, video collages, newsletters and advertising material;
- 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/research program (for example, we may provide information to travel consultants to arrange travel for successful Applicants);
- communication between users of the Westpac 100 Scholars Network; and
- complying with various Australian laws which may either expressly, or in effect, require the Trust to collect your personal information.

If you do not provide the personal information we request, we will be unable to assess your scholarship application or provide you with access to the Westpac 100 Scholars Network.

The Trust 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 Trust's purposes, and affiliates, including Westpac Banking Corporation and its related entities;
- persons involved in the assessment of applications, such as members of Selection Committees;

- persons involved in the establishment and maintenance of the Westpac 100 Scholars Network;
- service providers, such as travel consultants, insurance providers, information providers, media agencies, 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 study/research plan, such as referees, community representatives medical providers or insurers; and
- other persons and entities as permitted under the Privacy Act.

Your personal information may be transmitted or stored on third party computer systems, databases and/or servers which may be located in Australia or overseas.

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, for example, where you are permitted by the Trust 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. In these cases, we will ensure that contractual arrangements are in place with these third parties to ensure they take appropriate measures to protect your personal information and restrict the ways in which they can use your personal information.

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, theft 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.

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 and ask for your complaint to be directed to the Privacy Officer. 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](http://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 Scholars Trust

Level 19, Westpac Place, 275 Kent Street, Sydney, NSW 2000 in writing or send an email to [westpacscholars@westpac.com.au](mailto:westpacscholars@westpac.com.au)

We may change the way we handle personal information from time to time for any reason. If we do so, we will update this Privacy Policy. An up-to-date version of the Privacy Policy is available on the Trust's website.