

PRIVACY

This policy explains how we use personal information collected by website users and those who interact with us

MINNIE BAIRSTOW TRUST (MBT) PRIVACY STATEMENT

MBT is committed to protecting and upholding the right to privacy of applicants/grantees, staff, volunteers, Board members and representatives of any agencies we deal with. MBT is committed to protecting and upholding their rights to privacy in the way we collect, store and use information about them, their needs and the services we may provide to them.

MBT is informed/guided by the Australian National Privacy Principles in its information management practices.

MBT will ensure that:

- it meets its legal and ethical obligations as an employer and service provider in relation to protecting the privacy of applicants/grantees and organisational personnel.
- applicants and grantees are provided with information about their rights regarding privacy.
- applicants/grantees and organisation personnel are provided with privacy when they are being interviewed or discussing matters of a personal or sensitive nature.
- all staff, Board members and volunteers understand what is required in meeting these obligations.

This policy conforms to the National Privacy Principles which considers the collection, use and storage of personal information.

In dealing with personal information, MBT will:

- ensure privacy for applicants/grantees, staff, volunteers or Board members when they are being interviewed or discussing matters of a personal or sensitive nature.
- only collect and store personal information that is necessary for the functioning of MBT and MBT activities.
- use fair and lawful ways to collect personal information.
- collect personal information only with the consent of the party concerned.
- ensure that people know the nature of personal information held, what purposes it is held for and how it is collected, used, disclosed and who will have access to it.
- take reasonable steps to ensure that personal information collected or disclosed is accurate.
- take reasonable steps to protect all personal information from misuse, loss, unauthorised access, modification or disclosure.
- use and retain personal information solely for the purposes of assessing scholarship applications, and the prudent management of the MBT and the scholarships it administers. Information no longer required, or after legal requirements for retaining documents have expired, will be securely purged.
- ensure information will not be shared with third parties except as necessary for the purposes of assessing scholarship applications.