

PRIVACY POLICY

Freemasons Foundation Victoria Limited

Freemasons Foundation Victoria Limited (**FFV**) as Trustee of The Freemasons Public Charitable Foundation (**FPCF**) and Freemasons Benevolent Fund (**FBF**) is committed to protecting the privacy of information it holds.

In this policy, **Freemasons Foundation Victoria/we/us** refers to FFV in its capacity as trustee of FPCF and FBF, as well as FPCF and FBF in their own right.

This Policy sets out how FFV aims to protect the privacy of your personal information, your rights in relation to your personal information we manage and the way we collect, hold, use and disclose your personal information.

In handling your personal information, FFV complies with the *Privacy Act 1988* (Cth) (**Privacy Act**), the 13 Australian Privacy Principles in the Privacy Act and all relevant Australian privacy laws.

1. Definitions

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

2. Collection of personal information:

The kinds of personal information that we collect and hold:

- (a) Your name.
- (b) Your legal entity name and ABN/ACN if/as applicable.
- (c) Contact details such as your address; telephone number /mobile; fax and email address.
- (d) Your position in the relevant organisation that you represent, authorising authority, etc.
- (e) Your bank details.
- (f) Details of any tax concessions extended to your organisation by the Australian Taxation Office.
- (g) If you lodge an application with FFV for a Lodge Support Grant, Masonic Education Grant, Community Grant or Bursary - your name, address, contact telephone and email, etc.

- (h) If you are a tertiary scholarship applicant or secondary school scholarship applicant, your name, address, email address, age, school attended, school/university/college to be attended or attended, examination results, ATAR score, bank account details, parents details and any other information relevant to the scholarship application, as well as photographic images and sound recordings of you.
- (i) If your organisation has applied for a grant or other funding and you are representing your organisation or otherwise involved in the application, your name and position within your organisation.
- (j) In relation to financial support applications made by members of Freemasons Victoria to FBF, contact details and details of assets and liabilities, personal income and expenses, any information regarding the above supplied to Centrelink, bank statements, details of outstanding domestic accounts and any other details necessary to enable us to form an opinion as to financial need.
- (k) Information we are required to provide to the Australian Tax Office, a Superannuation Fund, or other regulatory authority; details regarding qualifications and experience which we deem necessary to enable us to form an opinion as to suitability for a task/tasks required to be performed on behalf of our organisation
- (l) Information which is required by the Australian Securities & Investment Commission, the Australian Charities & Not-for-Profits Commission and any other regulatory body, and required by the Company Constitution or Trust Deeds.
- (m) In general, any information which is reasonably necessary for to pursue the charitable purpose of FBF and FPFC.

3. How we collect and hold personal information:

Personal information is generally collected directly from you by:

- (a) asking you to complete an application form either written or on-line;
- (b) request of you by letter or email;
- (c) telephone enquiry; or
- (d) personal discussion.

There may be occasions when we collect your personal information from other sources such as from:

- (a) the representative body for Victorian freemasons, Freemasons Victoria;
- (b) your parents or guardian;

- (c) local freemasons or lodges (ie. those who are duly warranted on the register of the United Grand Lodge of Victoria) or other third parties who have applied for a grant or otherwise benefit from a grant;
- (d) where a student is making a scholarship application and you are either related to that person or where you have provided a written reference for that individual's application;
- (e) an entity you represent (including but not limited to your employer);
- (f) an information services provider;
- (g) a publicly maintained record or other publicly available sources of information;
- (h) if for recruitment purposes, an external recruitment, or background screening services provider or third parties with whom you have previously worked;
- (i) a government agency, such as Centrelink.

We hold personal information by:

- (a) storing hard copy in secure files in our offices;
- (b) storing electronic copies of documents on computer disk or cloud based storage accessible by password only.

Access to personal information is available only to senior personnel of our organisation and access can only be gained by request to the Executive Officer.

In order to comply with Australian Taxation Laws and accounting rules and regulations, and where it is necessary to do so, personal information will be kept for no longer than seven years. Destruction will be carried out by secure means.

4. Why we collect personal information:

FFV collects, holds, uses and discloses your personal information where it is reasonably necessary for:

- (a) fulfilling our mission of supporting various charities and individuals;
- (b) enabling us to make an informed decision as to whether we will approve the grant of the funds/financial assistance/scholarship/bursary requested;
- (c) operating our business effectively;
- (d) advertising and promoting FFV, including the use of social media; accounting, billing and other internal administrative purposes, including operating the electronic grants application system; and
- (e) any other legal requirements.

We may also use your personal information for purposes related to the above purposes and for which you would reasonably expect FFV to do so in the circumstances, or where you have consented, or the use is otherwise in accordance with law.

5. How you may access the information which we hold and make any corrections to it:

If you believe that the information which we hold is incorrect you may request that we correct that information by:

- (a) telephoning us;
- (b) writing a letter or an email; or
- (c) if the information is held on our electronic grant application system you may access the system if you are the responsible person, and make corrections yourself.

If you wish to review all of the information we hold about you, you may request a copy of that information stating the purpose for which you require it. We will endeavour to provide you with that information within a reasonable time following your request. If the purpose of your request is other than to correct what you believe to be an error in the information, we may levy a reasonable administration fee for doing so.

6. How you may complain that we have breached the Australian Privacy Principles, and how we will deal with such a complaint:

We will always treat your personal information with respect and will do all that is reasonably practicable to avoid claims. However, if you believe it is necessary to complain you must:

Write us a letter and deliver it by registered post to our business address as follows, marked for the attention of the FFV, Privacy Compliance Officer. You should keep proof of delivery:

Freemasons Foundation Victoria Limited
W.A. Tope Building, Coppin Centre,
45 Moubay Street, Melbourne, VIC 3004

Our email address is: enquiries@freemasonsfoundation.org

Our telephone number is: 03 8535 4780

- On receipt of your letter we will record your name, details and date of receipt of your complaint and appropriate action will be taken to resolve your complaint (including the commencement of an investigation), where appropriate. You will be advised of the result within a reasonable time of us receiving your complaint.
- If you are not satisfied with our proposed resolution you must let us know without delay and we will refer the matter to a dispute resolution agency after receiving

your agreement in relation to the person/entity who will be appointed to act in that role.

In the event you are dissatisfied with the outcome of your complaint, you may refer the complaint to the Office of the Australian Information Commissioner.

7. To whom will we disclose personal information:

We disclose your personal information for the purpose for which we collect it. That is, generally, we will only disclose your personal information for a purpose set out above. This may include disclosing your personal information to:

- (a) Freemasons Victoria;
- (b) members of our Board of Directors to assist in making decisions in relation to all applications for grants/financial assistance/scholarships/bursaries;
- (c) external reviewers responsible for reviewing applications and making recommendations;
- (d) members of staff who have the responsibility of managing the granting process;
- (e) local freemasons or lodges, or other third parties who may present scholarship certificates to recipients;
- (f) our professional advisors, agents, contractors, consultants and related bodies corporate;
- (g) our insurance providers; and
- (h) regulatory bodies and Government agencies if and as necessary, including Centrelink.

FFV's disclosures of your personal information to third parties are on a confidential basis and/or otherwise in accordance with law. We may also disclose your personal information with your consent or if disclosure is required or authorised by law.

We have no international dealings and therefore will not disclose personal information to anyone outside of Australia.

8. Marketing:

We may use and disclose your personal information in order to inform you of services that we offer that may be of interest to you. In the event you do not wish to receive such communications, you can opt-out by contacting us via the contact details set out above or through any opt-out mechanism contained in a marketing communication to you.

We may also share your personal information with Freemasons Victoria so that they can provide you directly with marketing material about their services.

9. Other Matters:

A copy of this privacy policy is available free of charge on request, and is accessible from our website www.freemasonsfoundation.org.

If you request that our privacy policy be provided in a different format we will endeavour to meet any reasonable request.

We are committed to managing personal information in an open and transparent way and this policy document adopts the Guidelines published by the Office of the Australian Information Commissioner.

This policy will be reviewed periodically to ensure it continues to meet legislative requirements.

10. Authorisation

Signed on behalf of FFV

Name: _____

Position: _____