

# PRIVACY STATEMENT AND CONSENT

This statement applies to the Rotary Club of Hobart Inc.(ABN 78 756 549 140), including committees and advisory panels that are appointed by the Club's Board of Directors to which your application relates, and which provide the Rotary Club of Hobart with the necessary information when considering your application. Collection of personal information.

In the application to the Rotary Club of Hobart for financial assistance, you or your organisation (the applicant) gives the Rotary Club of Hobart contact details and other personal information about directors and other key personnel (individuals). In future the Rotary Club of Hobart, its researchers and advisors may obtain other information about the individuals from the applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the application. This is all "personal information".

## Use of personal information

We use personal information for the primary purpose of assessing the applicant's application, and if it is successful, to provide assistance to the applicant.

We may also use personal information for our internal operations including accounting, record keeping, archiving, compliance monitoring and adherence to legislative and regulatory requirements.

Without some or all of your information, we might not be able to process your application.

If your application is not successful, we may hold personal information we collect in relation to the application for our records. If your application is successful, after consideration of assistance is completed we may hold personal information concerning that assistance for our records. We will not continue to hold personal information if it is not necessary.

## Disclosure of personal information

We may disclose personal information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the personal information, and any party to whom the person whose personal information we hold authorises us to disclose it.

### Data quality

We take reasonable steps to make sure that the personal information we collect, use and disclose is accurate, complete and up to date.

## Data Security

We take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.

## Access and correction to personal information

Subject to exceptions permitted by law, an individual may obtain access to the personal information we hold about them by contacting the Club at the address set out below. If we are informed by an individual the personal information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.

Where we receive and keep personal information about an individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the personal information that you give us; however only to the extent permitted by law. Personal information that we receive from other sources will be kept confidential.

## Informing individuals

If you are an organisation you must inform each individual in your organisation affected by this application of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each individual, consent to sensitive information being collected if it is necessary for the purposes of the Application.

If you require any further information about privacy, please contact:

Secretary, Rotary Club of Hobart Inc.

GPO Box 1833, HOBART, Tasmania 7001

Tel: 03 6223 5044