



## **General Sir John Monash Foundation Privacy Policy**

The General Sir John Monash Foundation (ABN 78 099 065 184) (the Foundation, or we) values your privacy. This Privacy Policy sets out the Foundation's practices in relation to the collection, use, storage and disclosure of personal information.

We may modify or update this privacy policy from time to time by publishing it on this website. The policy was last updated on 10 May 2021.

By providing personal information to us, you consent to the Foundation's collection, use and disclosure of that personal information on the terms of this Privacy Policy and any other contractual or other arrangements that apply between us (if any).

### **The kinds of personal information we collect**

We collect the personal information you provide as part of your scholarship application and during the selection process, including your name and contact details, date of birth, your photo, information about your academic and employment history, your proposed course of study, the referees you nominate and the statements you provide in support of your application. We do not seek to collect sensitive personal information (for example, health information or information about your race, ethnicity, your political opinions, religious or philosophical beliefs, memberships or sexual orientation).

We collect from donors and bequestors information necessary to facilitate your donation or bequest, including contact and payment information.

We collect the names and contact details of our members, selection panel volunteers and other people who interact with us, including via our website or at Foundation events, and records of email and other written communications. At events, we may collect photographs and videos in which you appear. To the extent necessary to perform our functions, we also collect personal information (such as payment information) about individuals who are, or are employed by, our suppliers, contractors and agents. If you apply for a job with the Foundation, we collect the information you provide in your job application.

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#### **General Sir John Monash Foundation Directors:**

Jillian Segal AO (Chairman), Tonianne Dwyer, Stephen Gerlach AM, Carolyn Kay,  
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**Chief Executive Officer:** Annemarie Rolls

**Patron in Chief:** His Excellency General the Honourable David Hurley AC DSC (Retd)  
Governor-General of the Commonwealth of Australia

If you are a recipient of a John Monash Scholarship in order to manage your Scholarship stipend, we collect your bank account details, and information about your course of study, your academic progress and conduct, your employment, and the publications you author or presentations you make. You may provide us with other information, for example as part of your scholar profile, in updates you send to us or in promotional materials.

We generally collect personal information from you directly. Where this is not reasonably practicable, or where you provide your consent, we may collect information from publicly available records or from third parties. For example, we will collect information regarding your academic or employment history from the referees you nominate as part of your scholarship application.

If you choose not to provide your personal information to us, we may not be able to provide you with the services you require or communicate with you.

### **How we use your personal information**

The Foundation generally uses your personal information for the purposes for which it was collected. These purposes are those of our Foundation: we use information provided by scholarship applicants, selection panel volunteers and scholarship recipients to award and administer scholarships; we use payment information provided by donors, bequestors and sponsors to process payments; we use contact information to respond to queries, conduct events and to send you invitations and information by email and mail.

You may contact the Foundation at [info@johnmonash.com](mailto:info@johnmonash.com) if you wish to opt out of receiving invitations or information.

We may also use personal information for our general business activities, including interacting with contractors and service providers, billing and administration and assessing applicants for positions with the Foundation.

### **How we disclose your personal information**

We may disclose information about scholarship applicants to your nominated referees and to our selection panel volunteers. If you are awarded a scholarship, we will write to your chosen university to provide information about your scholarship.

We sometimes need to share your personal information with our financial supporters, including governments, funding agencies and sponsors, or with third party service providers such as banks and contractors to the extent necessary for them to perform their duties to us.

With your consent, we may disclose your personal information (such as your photo together with your scholar profile) to recipients of our publications or promotional material.

We do not generally disclose personal information to third parties located overseas, other than to the overseas universities chosen by scholars (which vary from year to year).

### **How we keep your information secure**

We take all reasonable steps to keep your information secure. Any payments are handled securely. Access to the personal information we hold is restricted to staff who need to know the information in order for us to perform our functions.

### **Accessing and correcting your personal information**

The Foundation uses its best endeavours to ensure that the information it holds about you is accurate, complete and up to date. You have a right to seek access to and correction of your personal information that we hold. If you would like to know what information we hold about you or would like the Foundation to correct the information we hold about you, you can send your request to the Foundation by email or in writing.

Email: [info@johnmonash.com](mailto:info@johnmonash.com)

Mail: Level 2, Bennelong House, 9 Queen Street, Melbourne, VIC 3000

Please allow 14 days for your request to be processed.

### **Making a complaint**

If you have concerns about how the Foundation has managed your personal information or believe that the Foundation has breached the Privacy Act 1988, please contact the Foundation by email or in writing at the address listed above.

We will respond to you in writing about your complaint within a reasonable time. If you are not satisfied with our response, you have a right to apply to the Office of the Australian Information Commissioner to have your complaint heard and determined.