

Telstra Foundation Privacy Policy

Telstra Foundation Limited is committed to protecting the privacy of individuals' personal information. This policy sets out how we manage personal information (which is defined in the Privacy Act 1988).

Personal information we collect and hold

We collect personal information of:

- potential and existing grant applicants and recipients
- key personnel at organisations that apply for or receive grants
- beneficiaries of grants.

We also collect person information of key personnel at organisations that enter into sponsorship and/or partnership agreements with Telstra Foundation, and from beneficiaries of those agreements.

This information usually includes names, postal and email addresses, contact numbers (such as company phone numbers and mobile numbers), bank account and occupation.

We may collect sensitive information (which is defined in the Privacy Act 1988) about individuals. Sensitive information is collected only when necessary for the purposes of a grant application. We presume that when sensitive information is provided to the Telstra Foundation by an applicant or key personnel at an applicant organisation, a recipient or a beneficiary of a grant, it is provided to the Telstra Foundation with the consent of the relevant individual. You are responsible for ensuring that the individual's consent has been obtained.

How we collect personal information

We collect personal information about individuals directly from: grant applicants and applications; key personnel at organisations that apply for or receive grants; and beneficiaries of grants. We also may obtain personal information about individuals from indirect sources.

How we hold personal information

We may store personal information we collect in hard copy or electronic format, in storage facilities that we own and operate ourselves, or that are owned and operated by our service providers. We take reasonable steps to maintain the security of any personal information we hold and to protect it from unauthorised disclosures.

How we use personal information

We use personal information we collect for the purposes of:

- assessing grant applications;
- providing and administering grants;
- advertising and publicising our grant programs;
- entering into sponsorship and partnership agreements;
- administering our sponsorship and partnership agreements; and

- publicising our sponsorships and partnerships.

When we disclose personal information

We do not disclose any personal information we collect to third parties except:

- to external legal or professional service advisors;
- to third party business partners for the purposes of the provision of IT, management and related services to Telstra such as website hosting services or management services for programs such as our matched payroll giving program;
- to agents who have entered into agency agreements to act on Telstra Foundation's behalf;
- when the relevant individual asks us to do so;
- to law enforcement or national security agencies, and other government and regulatory authorities as required or authorised by law; and
- for the purposes of facilitating or implementing a transfer/sale of all or part of our assets or business.

How to access or correct personal information or make a privacy complaint

If any individual would like to access their personal information we hold or would like to correct any errors in that information, please contact us on sustainability@team.telstra.com, so that we can consider and respond to the request. We may apply an administrative charge for providing access.

The above contact details can also be used to contact us if an individual has a privacy complaint against us, including if the individual believes we have failed to comply with the Australian Privacy Principles (APP) or any binding APP code that has been registered under the Privacy Act 1988 (Cth). We are committed to acknowledging any such complaint in a prompt manner and will give an estimated timeframe for when we will respond to the complaint.

While we hope that we will be able to resolve any complaints, individuals may also be able to lodge a complaint with a relevant regulator such as the Australian Information Commissioner (www.oaic.gov.au)

About this Statement

This Statement has been issued by Telstra Foundation Limited. From time to time, we may need to change this Statement. If we do so, we will post the updated version on our website www.telstrafoundation.com and it will apply to all personal information held by us at the time.