

Privacy Statement

Personal Information

The Gardiner Foundation has been established to fund projects which benefit the Victorian dairy industry, dairy communities and the wider community. As part of this function the Gardiner Foundation collects personal information which may include your name and address, occupation and qualifications, and your past and present areas of work and scholarship.

How we collect Information

The Gardiner Foundation collects personal information in a number of ways, including:

- Directly from you or your employer when you provide information in application forms or in response to requests by us for information;
- From third parties, such as your employers, collaborators, representatives, or the referees you or your organization have provided;
- From publicly available sources of information; and
- When legally required to do so.

How we use Personal Information

Your personal information may be used to:

- Assess applications for funding;
- Administer, monitor and evaluate projects which the Gardiner Foundation has agreed to fund;
- Conduct funding program activities; and
- Promote the activities of the Gardiner Foundation.

When we disclose your Personal Information

For the purposes set out above the Gardiner Foundation may disclose your personal information in published documents or to outside organizations. These include:

- Your referees and outsourced service providers who assess applications for funding or manage the activities the Gardiner Foundation has agreed to fund;
- Your representatives (e.g. your authorised representatives or legal advisers);
- Credit reporting and fraud checking agencies;
- Our professional advisers, including our accountants, auditors and lawyers;
- Inclusion in our publications and promotional materials and on our website;
- Other persons or organizations involved in funding activities for the benefit of the dairy industry; and
- Government and regulatory authorities to any third party.

Access to Personal Information

You have the right of access to your personal information, subject to some exceptions allowed by law. Let us know in writing if you wish to access your personal information. No fee will be charged by the Gardiner Foundation should you require access to your personal information.

This Policy is in accordance with the *Privacy Act 1988 (Cth)*.

How to contact the Gardiner Foundation

If you have any queries in relation to privacy, please contact the Gardiner Foundation at (03) 9606 1900 between 9.00am and 5.00pm, Monday to Friday (excluding public holidays) or write to

Chief Executive
Geoffrey Gardiner Dairy Foundation Limited
Level 5, 84 William Street
MELBOURNE VIC 3000

Or by fax to: (03) 9606 1999

Or by email to info@gardinerfoundation.com.au