
Privacy Policy

1. About this policy

The Ramsay Centre For Western Civilisation Limited ABN 22 617 686 905 (**Ramsay Centre, we, us**) acknowledges and respects the privacy of individuals and, to this end, we will aim to comply with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles found in that Act, as amended from time to time. This Privacy Policy sets out the way in which we will collect, use, disclose, manage and protect your personal information.

By providing your personal information to us you agree to this Privacy Policy. This Privacy Policy may change from time to time so please check our website periodically to ensure that you are aware of our current Privacy Policy.

2. Overview

We collect, hold, use and disclose personal information to carry out the functions and activities of our business. These functions and activities include:

- assessing educational scholarship applications;
- granting, and monitoring performance under, educational scholarships;
- engaging with partners in the education sector;
- conducting and participating in educational events, including summer programs and public lectures;
- fundraising;
- promoting the activities of the Ramsay Centre;
- sending electronic marketing communications;
- dealing with requests, queries and complaints;
- administering our business, including our website; and
- recruiting new employees.

3. What information do we collect?

If you make enquiries about our activities and services, either online or by phone, we will collect your personal information. This information may include your name, phone number and email address.

We may also collect your personal information, including your name, address, phone number, email address, educational history, employment history and information provided by your referees if you apply for a scholarship or for work with us.

If you act as a referee for any person submitting a scholarship or employment application we will collect your personal information including your name and contact details.

If you are granted a scholarship by us, we may collect additional information, including your bank account details, reports on your academic progress, details of other scholarships that may be awarded to you, and details of your application of scholarship funds (including receipts).

If you participate in any course, lecture or other event we may collect additional information, including information in relation to travel bookings and sensitive information such as food allergy information and any other medical requirements. In addition, photographs and sound and video recordings may be taken of participants at any such event.

3.1 Direct collection

The main way we collect your personal information is when you knowingly and voluntarily provide it to us, including when you:

- make an enquiry through our website or on the phone with one of our staff;
- submit an application for a scholarship or a summer program;
- enroll to attend a lecture or other event;
- apply for employment with us;
- attend an interview with us in connection with a scholarship or employment application;
- report to us during the course of a scholarship program;
- participate in a message board, survey or questionnaire;
- subscribe to our mailing list or agree to receive our newsletters or other materials, including promotional materials;
- ask us questions or request information about our services or make a complaint;
- provide services to us or offer to do so; or
- indicate that you wish to sponsor or support us.

3.2 Indirect collection

We may collect personal information from publicly available sources to enable us to contact supporters and sponsors.

If you apply for a scholarship from us we may collect your personal information from any referees you nominate and we may collect feedback from any of our selection panel members that consider your application. If you are granted a scholarship by us, we may collect your personal information from the overseas university at which you are, or will be, studying.

If you agree to act as a referee for an applicant for a scholarship, program or job with us we may collect your name, position and contact details from the applicant.

If you apply for employment with us we may collect your personal information from a recruiter engaged by us, from an employment agency you use, and from any referees you nominate.

In the event a friend or colleague enrolls you for one of our lectures or other events we may collect your personal information from that person.

3.3 Sensitive Information

The Ramsay Centre will only ever collect sensitive information such as information about an individual's health, racial or ethnic origins or political or religious beliefs where that information is provided by the individual or by someone acting on behalf of that individual. This may include information in relation to food allergies or other relevant medical conditions of those participating in summer programs, lectures and other events. It may also include sensitive information that applicants choose to include in applications for scholarships, summer programs or jobs.

3.4 Anonymity

We do not require personal information for you to gain access to our website. However, you will not be able to use certain features of our websites that require registration, or receive materials such as marketing communications unless such information is provided. Further, our ability to meet our obligations to you, to provide services or process any request, complaint or application by you may be adversely affected if you do not give us the requested personal information, or if the information you give us is incomplete or inaccurate.

3.5 Collection through our websites

The Ramsay Centre's public website, <https://www.ramsaycentre.org>, is hosted in Australia and does not use cookies. However, we may still collect your personal information through the website if you submit an enquiry form or subscribe to our newsletter.

4. Storage

Personal information collected by way of scholarship application forms and records related to scholarship applications are kept as electronic copies by our third party IT service provider which operates our postgraduate scholarship portal at <https://postgradscholarships.ramsaycentre.org>. This scholarship portal is hosted by our IT service provider in Australia.

The Ramsay Centre's other records of personal information are held in electronic form on servers located in Australia and, in some cases, in hard copy in a secure place at the Ramsay Centre Offices.

5. Use and Disclosure

You acknowledge and consent to the use and disclosure of your personal information in circumstances that are:

- set out in this Privacy Policy;
- explained to you at the time the information is collected from you; or
- required or permitted by law.

We may use the personal information that you give to us:

- for reasonable business purposes including record keeping and research;
- to provide you with services, newsletters or information that you have requested;
- to send you information on enhancements or functional changes to our websites or policies or other information about the Ramsay Centre;
- to consider your scholarship, educational program or employment application;
- to monitor your performance and your application of scholarship funds if you are granted a scholarship; or
- for any other purpose that is stated to you at the time of collection or that you otherwise authorise.

We may disclose personal information that we collect from you to a third party:

- to meet the purpose for which it was collected, such as where we communicate with your referees or academic supervisors;
- if the third party is hosting, or organising, or providing services at, an event we are holding or sponsoring, and the information is relevant to that activity;
- if that third party is providing other services to us and requires that information to provide those services;
- if we have your consent to disclose the information;
- if we are required or permitted by law to disclose the information;
- in the event of a merger, acquisition or any other change in ownership of all or a portion of the Ramsay Centre's business (in which case your personal information may be transferred to the new owner so that the business can continue its operations);
- to protect the safety and security of our employees and our websites; or
- to enable us to deal with any concern, issue or complaint you have raised with us.

The Ramsay Centre allows you to tell us the way in which you would like us to use your personal information. For example, we will not send you marketing materials unless you tell us you would like to receive them and direct marketing materials sent to you by the Ramsay Centre will give you the option to unsubscribe.

6. Disclosure of personal information overseas

We will take reasonable steps, in the circumstances, before disclosing personal information to an overseas recipient to ensure that the overseas recipient does not breach Australian privacy laws in relation to that information.

7. Security, Accuracy and Access

We will take reasonable technical and organisational steps to ensure that the personal information we hold is:

- accurate, complete, up-to-date, relevant and not misleading;
- stored in a secure environment; and
- protected from misuse, interference and loss as well as unauthorised access, modification or disclosure.

We conduct regular audits to assess whether we have adequately implemented these measures.

If any of your details change, please let us know as soon as possible by using the contact details below so we can maintain the accuracy of your personal information.

From time to time we review our security procedures to consider appropriate new technology and methods. However please appreciate that despite our best efforts, no security measure is perfect or impenetrable due to the nature of email and the internet, and we cannot guarantee the privacy or confidentiality of your personal information.

You have a right to access personal information we hold about you (other than employee records). We will comply with any valid request to access your personal information made under the Privacy Act, except where the Privacy Act or the Australian Privacy Principles allow us to refuse to do so. There is no fee for making a request to access your personal information but we may charge a fee for giving you access to your personal information in a mutually agreed format, usually by sighting the accessible information held on file.

You also have a right to ask us to correct personal information about you (other than your employee records) that is inaccurate, incomplete, out-of-date, irrelevant or misleading. If we refuse such a request to correct your personal information, we will notify you in writing of the reasons for the refusal (unless it would be unreasonable to do so) and, upon request from you, we will attach a note recording the correction that you sought to the relevant information, so that it can always be read with that information.

Any requests for access to, or correction of, your personal information should be made directly by emailing us at info@ramsaycentre.org. In every case where we receive a request to either provide access to, or correct, personal information concerning you, we will inform you of the action taken as a result of that request (whether or not the request is granted).

8. Contact us

If you have any questions, comments or complaints about how we handle your personal information, please contact us at info@ramsaycentre.org. You can also contact us at:

The Ramsay Centre For Western Civilisation Limited
173 Macquarie Street
Sydney, NSW 2000
02 9134 7900

We will consider and respond to any complaint notified to us within a reasonable time.

In case of dissatisfaction with a response from us you may decide to contact the Australian Information Commissioner:

Office of the Australian Information Commissioner
SYDNEY NSW 2001
Telephone: 1300 363 992
Email: enquiries@oaic.gov.au