

**12 March 2014**

## **Privacy collection notice**

### **What this statement is about?**

The Financial Services Council Limited (the **FSC**) is committed to protecting the privacy and ensuring the security of personal information maintained within the organisation. Please read the following carefully as it sets out how we may use personal information.

### **Who do we collect information about?**

We collect information about our membership applicants and Members including their employees, directors, officers, consultants, contractors, agents or other third parties acting on the Member's behalf. We also collect information about non-members that deal with the FSC. This includes when an individual registers or attends an FSC event, participates in FSC working groups or committees or otherwise liaises with the FSC.

We also collect information about individuals that apply for employment at the FSC and executive and non-executive positions. The additional information that we may collect about these individuals includes their date of birth, employment history, references, bankruptcy information and criminal records.

### **How and why do we collect information?**

We collect personal information from various sources including paper and online registration forms, business cards, external marketing lists, government official lists, through our website and via our contact with Members and their employees, agents and contractors or via our contact with non-members. We collect, hold, use and disclose the information to:

- process application(s) and payment(s);
- communicate with membership applicants and Members and their employees, contractors and agents in regard to an FSC service or activity, as well as others with whom we have contact;
- disseminate information that may be of assistance or interest to our Members or others in their business;
- alert our Members and others of other FSC activities/services;
- process and assess any employment applications made to the FSC;
- market our own products and services and the products and services of third parties with whom we have an agreement;
- provide our Members and others with the opportunity to participate in advocacy and general industry promotions such as sponsorship, advertising, industry profiles and exhibitions; and
- assist in the development of services or projects to assist our Members and others.

We cannot provide our services without the collection of the required information.

### How we may disclose personal information?

We may disclose personal information to other organisations for the purposes of undertaking FSC's business. We may pass information between working group members from time to time to facilitate the functions and operations of the working group, committees, and the Board. We may also disclose information to our external service providers such as mailing houses, market researchers, and corporate partners. We do not disclose your information to overseas recipients.

We may disclose the information we collect about individuals that apply for employment at the FSC to ASIC, or other government bodies.

### Privacy policy

We use the personal information we collect in accordance with our Privacy Policy which is available on our website ([www.fsc.org.au](http://www.fsc.org.au)). The Privacy Policy contains information about:

- how to obtain access to your personal information;
- how to seek correction of your personal information;
- how to complain about a breach of privacy; and
- how the FSC will deal with such complaints.

### Your authority to us

You authorise us to collect, maintain, use and disclose personal information in the manner set out in this privacy collection notice.

You represent, if at any time you supply us with personal information about another person (such as an individual – for example - the Member's employees, directors, officers, consultants, contractors, agents, or other third parties acting on behalf of the Member), you are authorised to do so and you agree to inform that person about the information set out in this privacy collection notice.