



# Online Grants Privacy Policy

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## INTRODUCTION

The Department of Culture and the Arts (ABN 80 540 875 918) (**us, we, our**) maintains a policy of strict confidence concerning your (**you, your**) personal information.

The Privacy Policy applies to the collection, storage, use and dissemination of your personal information by us. Access to our website [www.dca.wa.gov.au](http://www.dca.wa.gov.au) or our Online Grants web portal <https://onlinegrants.dca.wa.gov.au>, referred to in this Privacy Policy as (**our website**), or our services, is conditional on your acceptance of the terms of this Privacy Policy. This Privacy Policy applies to information provided to us whether via our website or any other means.

If you have any further questions or if you wish to receive more information on our information practices and use of our Privacy Policy, please contact our Information Management team at [InformationManagement@dca.wa.gov.au](mailto:InformationManagement@dca.wa.gov.au).

## COLLECTING PERSONAL INFORMATION

The types of personal information we collect includes contact details such as the name, email, phone and mailing address of individuals. We may also collect Australian Business Numbers (ABNs), bank details and payment transactions.

If it is reasonable and practicable to do so, we will collect personal information directly from you. This will include contact details and other information relevant to providing services to you. This may occur in a number of ways, such as when you make a grant funding application, register to become a peer assessor, subscribe to our communications, provide contract services, or otherwise contact us regarding the functions of the Department of Culture and the Arts.

We may also collect personal information from third parties such as our related agencies, other grant funding applicants, credit reporting agencies, your representatives or publically available sources of information. All personal information that we collect is reasonably necessary for the purposes and functions of the Department of Culture and the Arts. These include:

- keeping you informed of relevant upcoming events, grants, funding initiatives and outcomes, as well as our activities in general
- improving our website and other services
- administering our funding programs
- allowing the functions and services offered on the website to be provided to you

We will only collect, store, use or disseminate information that personally identifies you as set out in this Privacy Policy unless we are required to protect our rights or property (or those of any third party), or to avoid injury to any person, by law.

If we receive personal information about you that we did not ask for, from someone other than you, and we determine that we could have collected this information from you had we asked for it, we will notify you, as soon as practicable, that we have collected your personal information. If we could not have collected this personal information, we will lawfully de-identify or destroy that personal information.

We will not collect any sensitive information from you, revealing your race, ethnic origin, political opinions, religious or philosophical beliefs, trade union memberships or details of health or disability. Exceptions to this include:

- where you have given express consent to us to do so and the information is reasonably necessary for us to carry out our functions or activities;
- the use of this information is required or requested by Parliament;
- the use of this information is required or authorised under Australian law or a court or tribunal order; or
- when the information is necessary for the establishment, exercise or defence of a legal claim.
- We may provide your personal information to third parties where specifically required in order to deliver our services to you. For example, if you apply to a funding program that is administered jointly by the Australia Council and the Department of Culture and the Arts.

We take reasonable steps to ensure that these organisations are bound by privacy obligations in relation to the protection of your personal information.

We will not collect personal information unless the information is reasonably necessary for, or directly related to, one or more of our functions or activities. Personal information is required to establish your identity in order to provide our services to you. Any uncertainty on the identity of you or your organisation may prevent us from providing our services to you.

## **USE AND DISCLOSURE OF INFORMATION**

We will not disclose information that personally identifies you to any third party other than as set out in this Privacy Policy.

### **For marketing to you**

We may use personal information about you for the primary purpose of providing you with our services, and for which you would reasonably expect us to use that information. This could include sending you information about new initiatives and programs, grant funding, our services, special events or client feedback surveys. We may send this information via post, telephone or any form of electronic communication. We may use any email address or other personal information you provide to us at any time for this purpose.

You can, at any time, opt out of receiving marketing material by contacting us. You agree and acknowledge that even if you opt out of receiving marketing material, we will still send

you essential information that we are legally required to send you relating to the services we provide. Once you opt out of receiving marketing material from us, you agree and acknowledge that this removal from our distribution list may take several business days after the date of your request to be removed.

#### **For assessing and promoting our funding programs**

The information you present to us in your application is treated as confidential, however, staff and external peer assessors will see it. The information you supply may also be made available to those assessing any other grant applications you make.

Full listings of grant recipients will be published on our website and in our Annual Report. We may also publicize recipients in our newsletters and publications.

The details of your grant will be public information, however, your personal details will only be accessible by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

By submitting an application to our funding programs you waive any right to raise any type of proceedings against the Department as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the *Freedom of Information Act 1992*.

#### **For monitoring our website**

We log visits to our websites and record the following information for statistical purposes:

- The user's server address
- The user's top level domain name (eg. .com, .gov, .au, .uk etc.)
- The date and time of the visit to the site
- The pages accessed and documents downloaded
- The object size
- The transaction type
- The number of milliseconds that the transfer required
- The previous site visited
- The type of browser used
- Browser capabilities
- Connection speed
- Operating system

No attempt will be made to identify you or your browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect our logs.

When you move to another site and leave our website, you and are no longer protected by these privacy conditions.

## **ACCURACY OF YOUR INFORMATION**

All reasonable steps are taken by us to ensure that your personal information held by us is accurate, up-to-date, complete, relevant and not misleading. If you believe that any of your personal information is not accurate, not up-to-date, incomplete, irrelevant or is misleading, please contact us (see below) and we will take all reasonable steps to correct it within a reasonable time.

## **THIRD PARTIES AND YOUR INFORMATION**

Although our website may link directly to websites operated by third parties (**Linked Sites**), you acknowledge that Linked Sites are not operated by us. We encourage you to always read the applicable privacy statement or policy of any Linked Site on entering the Linked Site. We will not release any of your private information to Linked Sites. If you provide information to Linked Sites we are not responsible for the content or practices of the Linked Sites, nor their privacy policies regarding the collection, storage, use and dissemination of your personal information.

## **STORAGE AND SECURITY**

We will use all reasonable endeavours to keep your personal information in a secure environment, by employing appropriate technical, administrative and physical procedures. These measures are designed to assist in your personal information not being accessed by unauthorised personnel, or from being lost or misused. If you reasonably believe that there has been unauthorised use or disclosure of your personal information please contact us (see below).

If we no longer need your personal information we will, as soon as practicable but only if it is lawful and reasonable to do so, take reasonable steps to destroy or de-identify your personal information, unless we are required under Australian law or a court or tribunal order to retain it.

## **VARIATION AND CONSENT TO VARIATION**

We may at any time vary the terms of this Privacy Policy. You should check this Privacy Policy regularly so that you are aware of any variations made. You will be deemed to have consented to such variations by your continued use of our website following such changes being made.

## **YOUR CONSENT**

By your use of our website you consent to the collection, storage, use and dissemination of your personal information in accordance with this Privacy Policy.

## ACCESS TO INFORMATION WE HOLD ABOUT YOU

If you request access to the personal information we hold about you or information under Freedom of Information we will respond to your request in accordance with the *Freedom of Information Act* within 45 days, where reasonable and practicable and give access to the information in the manner you request. You may request this information by writing to:

Information Management  
Department of Culture and the Arts  
PO Box 8349  
PERTH BUSINESS CENTRE WA 6849

or by sending an email to us at [InformationManagement@dca.wa.gov.au](mailto:InformationManagement@dca.wa.gov.au)

You have the option to either not identify yourself or to use a pseudonym when you contact us, unless it is impracticable for us to communicate with you in that manner or unless we are required or authorised under Australian law, or a court or tribunal order, to deal with individuals who have identified themselves.

**END**