

MT BURDETT FOUNDATION

Privacy Policy

Version: 1.1 | Approved: June 2026 | Next Review: 27 August 2026

1. About This Policy

The Mt Burdett Foundation (ABN 52 935 804 534) is committed to handling personal information responsibly and transparently. This policy explains what information we collect, why we collect it, how we use and protect it, and your rights in relation to it.

The Mt Burdett Foundation is currently below the threshold that triggers mandatory compliance with the Privacy Act 1988 (Cth). We have nonetheless adopted practices consistent with the Australian Privacy Principles (APPs) because we believe responsible data handling is part of being a trustworthy community organisation. This policy will be updated if our obligations change.

This policy should be read alongside our AI Policy, which explains how we use artificial intelligence tools in our operations.

2. Who We Are

The Mt Burdett Foundation operates two funding streams:

- The Mt Burdett Esperance Community Foundation (ECF), which funds projects within the Shire of Esperance.
- The Rural and Regional Advancement Foundation (RRAF), which funds human capacity building across rural and regional Western Australia.

The Foundation is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC). Our registered address is in Esperance, Western Australia. Privacy enquiries can be directed to the Executive Officer at executiveofficer@mtburdettfoundation.org.au.

3. What Information We Collect

We collect personal information only when it is necessary for our work. This includes:

From funding applicants

- Contact details: name, position, organisation, email address, and phone number
- Project and organisational information provided in funding applications
- Financial information about your organisation relevant to assessing your application (e.g. financial statements, insurance details)
- Information about your capacity to deliver a project
- Any personal circumstances you choose to share in support of an application

From website visitors

- Basic usage data collected through our website platform (e.g. pages visited, browser type). This data is aggregated and not linked to individuals.

From committee members and volunteers

- Contact details and relevant background information needed to fulfil governance and advisory roles

We do not collect sensitive information (such as health, financial, or identity information) except where it is directly relevant to an application and you have chosen to provide it.

4. How We Collect Information

We collect personal information directly from you, through:

- Funding application forms (ECF and RRAF)
- Email correspondence
- Phone or in-person conversations (notes may be kept)
- Our website contact functions

We do not collect personal information from third parties without your knowledge, except where a referee has provided information at your invitation as part of an application.

5. Why We Collect and Use Your Information

We use personal information to:

- Assess and process funding applications
- Communicate with applicants throughout the application and grant lifecycle
- Administer funding agreements and final reports
- Maintain accurate records of our grant-making activity
- Meet our obligations as a registered charity
- Improve our processes and the quality of our funding decisions

We do not use personal information for marketing, fundraising, or any purpose unrelated to our grant-making work. We do not sell or share personal information with third parties for commercial purposes.

6. AI Tools and Your Information

The Mt Burdett Foundation uses approved AI tools to assist with operational tasks including the analysis and processing of funding applications. When you submit an application, you will be asked to confirm your understanding of and consent to this practice via a tick box on the application form.

AI tools are used only for internal processing and analysis. Your information is not shared with AI tool providers for training purposes. All approved AI tools are assessed against our AI Policy criteria before use, including encryption, data retention, and non-training commitments.

Human review is required for all AI-assisted outputs. No funding decision is made by an AI tool. Full details of our AI practices are set out in the Mt Burdett Foundation AI Policy, which is available on request.

7. Storage and Security

Personal information is stored securely in digital systems. We take reasonable steps to protect information from misuse, loss, unauthorised access, and disclosure. Access to personal information is limited to Foundation personnel who need it to carry out their responsibilities.

We do not store paper application files beyond what is required for grant administration. Digital records are retained for a minimum of seven years to meet our obligations as a registered charity, after which they are securely deleted.

8. Disclosure to Third Parties

We do not share personal information with third parties except in the following limited circumstances:

- Where required by law or by our regulator (ACNC)
- Where you have given explicit consent
- Where it is necessary to administer a funded project (e.g. sharing contact details with a funding partner where relevant and with your knowledge)
- Where a third-party service provider requires access to Foundation documents in order to provide services to the Foundation (see below)

Social media management

The Foundation engages a social media management service to assist with its communications. As part of this arrangement, certain Foundation documents — including funding application forms, funding agreements, and final reports — may be provided to the social media manager for the purpose of producing content about funded projects. Applicants are notified of this practice in the relevant documents (application form, funding agreement, and final report), and submitting or signing those documents constitutes consent to this use.

The social media manager is not permitted to use Foundation documents or the information within them for any purpose other than producing content on behalf of the Foundation.

We do not disclose personal information to overseas recipients, and we do not sell personal information to any third party.

9. Your Rights

You have the right to:

- Request access to the personal information we hold about you
- Ask us to correct information that is inaccurate, incomplete, or out of date
- Ask us to delete certain personal information, subject to the limitations below
- Withdraw consent for your information to be used in AI tools going forward

Withdrawal of consent for AI use

If you withdraw consent for your information to be used in AI tools, this applies prospectively — to any new use of your information from the date of withdrawal. It does not require the removal of information already incorporated into the Foundation’s operational records, which are retained in accordance with our legal obligations as a registered charity (minimum seven years).

What can be removed on request

Where you request deletion of personal information, the Foundation will remove the following where they appear in records not required for legal or operational purposes:

- The name of the contact person nominated on an application, where that person is acting in an organisational or representative capacity (i.e. they are not themselves the subject of the funding)
- A personal phone number or personal email address, where these are the contact person’s own private details rather than an organisational contact

What cannot be removed

The following information cannot be removed, as it forms part of the Foundation’s required operational and legal records:

- The name of an individual who has applied for individual funding in their own right, as their identity is inseparable from the application record
- Organisational names, email addresses, or phone numbers
- Any information contained in funding agreements, acquittal records, or documents required to be retained under the Foundation’s charitable obligations

To exercise any of these rights, contact us at executiveofficer@mtburdettfoundation.org.au. We will respond within 30 days.

10. Complaints

If you have a concern about how we have handled your personal information, please contact us first at executiveofficer@mtburdettfoundation.org.au. We will investigate and respond within 30 days.

If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au, noting that formal OAIC jurisdiction applies primarily to organisations covered by the Privacy Act 1988 (Cth).

11. Changes to This Policy

This policy is reviewed every three months alongside our AI Policy. Any material changes will be noted in the version history and updated on our website. The current version is always the operative version.

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