AINSE Limited - Privacy Policy

This Privacy Policy describes how AINSE Limited (ABN 133 225 331) - the Australian Institute of Nuclear Science and Engineering (**AINSE, we, us** or **our**) complies with the *Privacy Act 1988* (**Act**), including the Australian Privacy Principles (**APPs**) and any other applicable Australian privacy laws.

This Privacy Policy describes how we collect, hold, use, and disclose personal information, as well as how you can access the personal information we hold about you, and how you can make a privacy-related complaint.

AINSE expects that all employees, officers, and contractors will comply with the Act, the APPs, this policy, and any AINSE procedures concerning the protection of personal information (including sensitive information) as amended from time to time. This policy provides detail on our practices with regards to the collection and processing of relevant personal information (including sensitive information) that may result from an individual engaging with AINSE.

AINSE works collaboratively with the Australian Nuclear Science and Technology Organisation (**ANSTO**) when it provides services which are for your benefit, and to support ANSTO when it provides you with associated services. ANSTO supports AINSE by providing AINSE with access to IT software and hardware and IT support, including backup services for our electronic data.

Information that is collected

AINSE only collects and holds personal information (including sensitive information) that is required for a particular activity or to improve reporting of user demographics. It is not our intention to capture personal information without a genuine purpose. The personal information we collect about you may include your:

- name;
- date of birth;
- relationship status;
- contact details;
- nationality and evidence of citizenship and copy of visa;
- gender and pronouns;
- educational qualifications;
- employment history;
- copy of your Drivers Licence and/or other forms of identification issued by Government authorities (where applicable);
- bank account and credit card details; and
- professional, trade or union membership details.

We may collect additional personal information about you in connection to and in respect of services we provide to ANSTO for the activities of ANSTO that may involve you, which is set out in more detail below.

How AINSE collects information

AINSE collects information, including personal information, in a variety of ways including:

- when you communicate with us, such as by email, telephone or event/training registration including via online providers of meeting platforms;
- when you use the AINSE website, www.ainse.edu.au (**Website**) or our social media pages;
- via the AINSE online database accessed through the Website;
- via application forms in paper or electronic form;
- when you make payments to AINSE;
- in person in a meeting or interview scenario; and
- when you supply us with copies of documents or other records.

AINSE will generally collect personal information directly from you. However, sometimes we may need to collect personal information from other sources such as from third parties (for example in a funding application form or in relation to background checks, where relevant) and public records.

Why does AINSE collect, use, hold and disclose your personal information?

We collect, use, hold and disclose your personal information as necessary for purposes directly related to our functions and activities, including: to provide services to ANSTO, to store our records on the ANSTO servers, and including the following activities:

Type of service	Purpose of collection	Disclosure
Funding applications	AINSE collects personal information relevant to specific applications for funding. This data is then used for the purpose of determining the merit and ultimate success of an application.	All relevant personal information is disclosed to relevant individuals within AINSE, to our partners, or to external service providers of AINSE for review. Data may be entered directly by applicants into the AINSE grants portal or third-party grants portal hosted by external provider Good Grants.

Type of service	Purpose of collection	Disclosure
Security applications	AINSE collects personal information on behalf of ANSTO to assess security pass and visitor pass applications. The types of additional personal information collected for this purpose include information contained in official documents, such as birth, marriage, citizenship, or naturalisation certificates, driver's licences, passports, and visas, as well as proof of address, residential address history, and employment history.	This information is disclosed to ANSTO.
Travel applications and arranging travel	AINSE collects personal information for the assessment of travel scholarship applications and to book travel arrangements for individuals.	AINSE discloses all relevant personal information to the relevant third-party service providers, such as an individual's full name and, if relevant, any frequent flyer membership program number may be provided to an airline and/or third-party booking service (such as Flight Centre and Corporate Traveller) for the purpose of making travel arrangements, including booking flights and accommodation.
Promotion	AINSE collects personal information to prepare marketing material regarding AINSE benefit opportunities to distribute to potentially eligible parties.	In some instances, AINSE may disclose your personal information, being contact details, to a third-party service provider where you have consented to allow AINSE to provide this information.
Events/ Training	AINSE may use a third-party service provider to collect your personal information, being your contact details, for the service provider to inform you about event and/or training opportunities.	In some instances, AINSE may disclose your personal information, being contact details, to a third-party service provider where you have consented to allow AINSE to provide this information.
Enquiries or complaints	AINSE collects personal information in order to respond to enquiries or complaints.	In some instances, AINSE may disclose your personal information, being contact details, to a third-party service provider where you have consented to allow AINSE to provide this information.

We may also provide your information to others, if required or permitted to do so by law, in accordance with the APPs. AINSE from time to time engages and uses other third-party

service providers and/or suppliers to provide services. In these cases, we will take reasonable steps to protect the privacy of all information disclosed and require such parties to comply with any relevant privacy laws.

If we send your personal information outside of Australia, we will require that the recipient of the information complies with the privacy laws and contractual obligations to maintain the security of the data.

If we need to disclose your personal information for any other purpose, then we will obtain consent from you.

We will only disclose your personal information:

- with your consent; or
- for a purpose which you would reasonably expect; or
- as required or permitted by law including under the Act; or in accordance with this Privacy Policy.

What happens if you do not provide your personal information to us?

If you do not provide personal information that we request in connection with our activities, we may not be able to provide our services to you, or where you are seeking services or security access from ANSTO, ANSTO will be unable to provide you with the services or security access. For example, if you do not provide your name, contact details and supporting documentation to us, we will not be able to process an application for a scholarship or other membership benefit request.

Do we use cookies or other web tracking systems?

We may track traffic patterns throughout the URL registered to us.

We may use "cookies" on our website. A "cookie" is a small amount of information which is transferred to the hard drive of your computer, and which can identify your web browser, but not you. If you want, you can disable your web browser from accepting cookies. If you do so, you can still access our website, but not all services may be available.

We may automatically collect general statistical information on our website about visitors to our website, such as IP addresses, browsers used, dates visited, pages visited, and number of visitors.

However, such information does not refer to individuals by name or their contact details. If we collect such data, we will use it in aggregate to improve our website. We may provide such aggregated data to third parties, but in so doing, we do not provide personal information without the individual's consent.

We may use third party providers to provide us with web analytics services. These providers collect information on how individuals use our website. These providers may use cookies and other technology such as clear gifs or web beacons.

Ability to unsubscribe to our bulletins

When you receive email bulletins from AINSE Ltd you will be given the ability to opt out of receiving these from us at any time. You can do this by clicking the 'unsubscribe' button on the bulletin and following the unsubscribe instructions.

Links to other websites

The AINSE website links to other third-party websites. We are not responsible for the content or the privacy practices of other websites. We encourage you to examine the privacy policy of all websites that interact with us that you may visit from our website.

Requests to supply person information to AINSE third party service providers

We will from time to time invite you to supply your personal information to third parties which provide AINSE with services, such as MailChimp (which we will cover in more detail below). While we have confidence in these third-party service providers, they are not under our control, and we cannot accept responsibility for the conduct of these companies. Before disclosing your personal information to any of our third-party service providers, we advise you to examine their terms and conditions and privacy statement.

MailChimp

We use MailChimp for the provision of online tools allowing us to create, send, and manage emails. During one of our programs, or at a time at our discretion, you may be asked by MailChimp to provide your personal information, such as your email address and information relating to your email address, which will be collated by MailChimp and used when providing us with their direct marketing service. Your personal information will be collected, used, and held by Mailchimp pursuant to the MailChimp Privacy Policy and Standard Terms of Use as amended by MailChimp from time to time:

Intuit®: Privacy | Privacy Statement
https://www.intuit.com/privacy/statement/
https://mailchimp.com/en-gb/legal/terms/#V. Liability

We use MailChimp for direct marketing purposes, including to:

- create, send, and manage emails relating to AINSE membership benefits;
- measure and improve performance in sectors of interest to AINSE;
- improve the features of AINSE campaigns; and
- evaluate your use of our website.

How AINSE stores personal information

AINSE stores all electronic data, including personal information, on the ANSTO secure network and stores all physical data within a secure office. Whilst AINSE takes all reasonable steps to ensure data is secure, it must be noted there are risks to data storage both in a physical and in an electronic environment.

Internal staff access to personal information is limited to those requiring access to the specific data to fulfil workplace tasks. In addition, only authorised personnel have access to personal information. AINSE personnel have agreed to ensure they comply with this Privacy Policy and to take reasonable steps to keep all AINSE data secure.

If you believe any information that we hold about you is incorrect, incomplete, or out-of-date, please contact us. We will respond to your request within a reasonable period and will take reasonable steps to amend your records. AINSE will keep information for as long as it is required or by law.

Disclosure of personal information overseas

We may disclose personal information overseas from time to time. For example:

- we may disclose your personal information to a third-party service provider that is located overseas, including in order to finalise your travel arrangements, in connection with a funding application, and/or to distribute our direct marketing communications.
- we may disclose personal information contained in funding or other applications to representatives of our overseas-based partners and their review committees.

Dealing with us anonymously or using a pseudonym

You may deal with us on an anonymous basis or by using a pseudonym when you make general enquiries by telephone and do not require a further response from us. However, we may need certain contact details from you to respond to enquiries.

Generally, we will require your personal information to transact with you.

Access and Correction of your Personal Information

You may seek to access or correct your personal information at any time by contacting the Privacy Officer by email at privacy@ainse.edu.au or by mail to:

Privacy Officer
The Australian Institute of Nuclear Science and Engineering – AINSE Limited
New Illawarra Road
Lucas Heights NSW 2234

If we do not agree to provide you with access to your personal information or to amend or annotate the information we hold about you, you may seek a review of our decision.

If we do not agree to make the requested changes to your personal information, you may make a statement about the requested changes, and we will attach it to your record.

Complaints

If you wish to make a privacy related complaint, please contact us in writing to:

> Privacy Officer,
> The Australian Institute of Nuclear Science and Engineering – AINSE Limited,
> New Illawarra Road,
> Lucas Heights, NSW, 2234.

Your complaint will be reviewed, and we will provide you with a response within 30 days. If you are not satisfied with that response, you may then refer your complaint to the Office of the Australian Information Commissioner. The Commissioner's office can be contacted by phone on 1300 363 992, by email on enquiries@oaic.gov.au or by writing to:

> The Office of the Australian Information Commissioner
> GPO Box 5218
> Sydney NSW 2001

For more information about making a complaint, contact us at:

privacy@ainse.edu.au

The entire text of the APPs is available online at www.oaic.gov.au

Contact Details

Email: privacy@ainse.edu.au

Phone: 02 9717 3388

Post: Locked Bag 2001, Kirrawee DC NSW 2232 Australia

The Australian Institute of Nuclear Science and Engineering –
AINSE Limited
New Illawarra Road
Lucas Heights NSW 2234

Amendments

We may amend this Privacy Policy at any time. The updated Privacy Policy will be posted on our website and will be effective when posted.

As amended 25 August 2023

I have read the Privacy Policy

Signature:

Date: