



DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

# Privacy Policy

Grants Management System



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Cover photo: Woolgoolga Beach and Headland. Robert Cleary/DPIE

Published by:

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ISBN 978-1-922318-63-3  
EES 2020/0129  
March 2020

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## Privacy statement

Thank you for visiting our Grants Management System, this platform is provided by OmniGrants and is maintained by the NSW Department of Planning, Industry and Environment. This privacy statement sets out the Department's practices relating to the privacy of your personal information. The Department's privacy practices are regulated by the *Privacy and Personal Information Protection Act 1998 (NSW)* (PIIP Act) and the Department's Privacy Management Plan.

The Department will only collect personal information through this system for a lawful purpose which directly relates to our primary function as a NSW Government agency and for obtaining feedback about our services. The Department will not collect any more information than is necessary for it to fulfil these functions.

The Department will not disclose your personal information to anyone without your consent, unless legally required to do so.

Anyone engaged to collect, store or use personal information for the Department will be required to comply with the Information Protection Principles of the Act as part of their terms of engagement.

## What is personal information?

Your personal information relates to you personally and includes any information or opinion made about you. Personal information includes your name, address, phone number, email address or any information from which your identity can be reasonably ascertained.

Personal information is information that identifies you. Some examples include:

- a written record which may include your name, address, and other details about you
- electronic records, photographs, images, video or audio footage
- biometric information such as fingerprints, blood and records of genetic material.

## What is not personal information?

The PIIP Act excludes certain information from the definition of personal information. The most significant exemptions are:

- information contained in publicly available publications
- information about a person's suitability for public sector employment
- information about people who have been dead for more than 30 years
- a number of exemptions relating to law enforcement investigations
- matters contained in Cabinet documents.

## Applications

You may or may not be required by law to provide your personal information as part of your application.

Please note that this system collects information for multiple applications or programs.



For details of requirements to provide personal information please refer to the specific program information.

Where you are not required to provide your personal information by law you may elect to not provide that information. However, should you not provide your personal information we may not be able to process your application.

When you make an application or submission to the grant programs, the Department will collect your personal information, including:

- name (including title)
- address
- email (if provided)
- internet protocol (IP) address
- any other personal information contained on your application or submission.

If you are submitting personal information on behalf of other people, please attach evidence that the other person has authorised you to provide their personal information.

## **How will your personal information be used when you make an application or submission?**

We may publish some of your personal information online, including:

- your application
- your name or organisation name (unless you state that you want your name withheld)
- your suburb or project location.

We may publish any personal information you have included in your application or submission.

Do not include any personal information in your application or submission that you do not want to be published.

We will use your contact details to send you notifications and to evaluate your experience with the programs.

Your application or submission may be published in reports, or other documents that are produced following the application process.

We may forward your submission and personal information to Technical or State Assessment Panels if the proposal has been referred to them. However, they will be bound by confidentiality undertakings and will not be able to disclose the content of the applications or any personal details.

## **Storage of private information**

Storage of personal information (and the disposal of information when no longer required) is managed in accordance with the [NSW State Records Act 1998](#).

We take all reasonable steps to protect the personal information held in our possession against loss, unauthorised access, use, modification, disclosure or misuse.

## Contact information

If you have any questions about privacy issues related to your grant application or would like to apply to access or have your personal information amended, please contact:

Department of Planning, Industry and Environment  
Privacy and Information Access Team  
[patiunit@planning.nsw.gov.au](mailto:patiunit@planning.nsw.gov.au)

Or write to us at:  
Locked Bag 5022  
Parramatta NSW 2124

## Email management

If you email the Department, we will only retain and use your email address for the purpose for which you have provided it. It will not be added to a mailing list without your consent.

If you have recently completed an application or submission, we reserve the right to provide you with updates about the project which the application or submission is for.

We operate in accordance with the *Spam ACT 2003* (the Act) and will not send unsolicited electronic messages unless they are permitted by the Act. Under the Act, a government department may send unsolicited emails if they contain only factual information or if they relate to goods or services provided by the department.

## Website data and cookies

The Department and the provider of this platform F1 Solutions, to improve its website and database, and to provide better services to its users, makes a record of your visit and logs the following information (cookies may be used to collect this information and to enhance user experience):

- the IP (Internet Protocol) address of the machine that has accessed it
- your top-level domain name (for example .com, .gov, .au, .uk etc.)
- the address of your server
- the date and time of your visit to the site
- the search engine used to locate the site
- the pages accessed and documents downloaded
- the type of browser and operating system you have used.

## Right of access to amend your personal information

Under the PPIP Act, you have the right to access your personal information held by the Department within the Grants Management System without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is incorrect).

Should you wish to access or correct your personal information included in the Department's Grants Management System, then please contact Grants Branch at:

Grants Branch

Phone: 02 8837 6038

[Grants.branch@environment.nsw.gov.au](mailto:Grants.branch@environment.nsw.gov.au)

## Retention

We will retain the information you have provided for a period that is appropriate for the purpose for which it was provided. Your information will be archived and disposed of in accordance with our policies, legislative requirements and guidelines based on the NSW State Records Act 1998.

We take reasonable steps to protect information during transfer and storage. Physical measures, such as building and equipment security, are used in conjunction with digital technology, such as data encryption and firewalls, to minimise unauthorised access to information.

## Complaints

If you feel there has been a breach of your privacy under the PPIP Act, you have the right to make a complaint to the Department or the Privacy Commissioner at the Information and Privacy Commission NSW.