

Privacy Policy

for Non-Government Schools Superannuation Fund (“the Fund”)

The Fund has adopted this Privacy Policy to ensure that it handles private information about individuals responsibly. This Privacy Policy may be amended from time to time.

It is important to the Fund that individuals dealing with it are confident that the Fund respects their personal information and does not interfere with their privacy when handling this information.

The Fund abides by the National Privacy Principles (“NPPs”) under the Privacy Act 1988 (Cth). More information about the way the Fund manages members’ personal information can be obtained by contacting the Fund’s Privacy Officer.

Personal information

The Fund holds and uses personal information about each Fund member. Typically this includes a member’s name, address, date of birth, gender, tax file numbers and any other required information. This information is needed to maintain the Fund’s records in a format that identifies the member. These records are essential to the proper management of the Fund and to enable the Fund to provide members with superannuation benefits.

The Fund might also collect health information about a member to enable it to obtain death or disability insurance cover from the Fund’s insurer or to process a member’s disability claim. Information about a member’s potential beneficiaries is also held by the Fund.

Collection of information

The Fund usually collects this information either from the members or from the employer. In some circumstances, such as collection of health information for disability claim or insurance cover purposes, it may collect it directly from the member. Information about potential beneficiaries of a member’s death benefit is collected from the member and is not used until the member’s death.

If a member decides not to provide the Fund with the information needed, or not allow their employer to provide the Fund with that information, then the Fund would not be able to provide superannuation benefits for the member. Where the information is health information, this may limit the level of death or disability benefits available through the Fund.

Contact the Fund’s Privacy Officer

Bernard O’Connor
Level 16, 99 Bathurst Street
Sydney NSW 2000
Telephone: (02) 9273 7900
Facsimile: (02) 9283 8783
Email: boconnor@ngssuper.com.au

Contact us

 **1300 133 177**
Fax: (07) 3121 0724
Website: www.ngssuper.com.au
Email: administration@ngssuper.com.au

Transfer of information

In undertaking its obligations to its members, the Fund outsources to other organisations. For this purpose a member's information may, as required, be transferred to or handled by:

- the Fund's administrator;
- the Fund's auditors;
- insurance brokers and/or insurers who provide death and disability cover for Fund members;
- Government bodies such as the Australian Taxation Office;
- the Fund's legal, market research and other professional advisers; and
- other business support providers, including document storage, printing and collating companies.

Should a Fund member become a member of another superannuation fund, their personal information may be transferred to that fund. Further, the employer may be provided with the member's personal information to facilitate provision of benefits in the ordinary course of their employment.

The Fund is also bound by legal obligations of confidentiality which apply to superannuation funds. It does not sell or rent out any of the information it holds on its members and protects the security of that information in accordance with regulatory requirements and industry practice.

Access to personal information

A member can access his or her own personal information by contacting the Fund's Privacy Officer. A fee may apply. If the information held by the Fund is inaccurate, incomplete or not up to date a member may request the Fund to correct the information. There are some circumstances in which the Fund is entitled to deny a member access to information. These include circumstances where such information is used in confidential trustee decisions or in a commercially sensitive decision making process, where the privacy of others may be breached if the information was accessed or where the law requires or authorises such access to be denied. The Fund's Privacy Officer will advise if any of these circumstances apply.

Resolution of privacy concerns

If a member is concerned about a possible interference with privacy, the member should contact the Fund's Privacy Officer. If the member's concerns are not resolved to the satisfaction of the member, the matter can be referred to the Privacy Commissioner on 1800 023 985.