

Gandel Foundation

Privacy Policy

This Privacy Policy outlines how Gandel Foundation (“we/ us”) collect, disclose, use, store or otherwise handle your personal information.

The following entities are a part of Gandel Foundation:

- Gandel Philanthropic Management Ltd ATF The John and Pauline Gandel Foundation ABN 43 812 650 862
- Gandel Charitable Management Ltd ATF Gandel Family Foundation ABN 51 393 866 453

We are fully committed to respecting and protecting the privacy of your personal information in accordance with our obligations, including under the Australian Privacy Principles which are contained within the *Privacy Act 1988 (Cth)* (“**Privacy Act**”).

The information we collect and hold:

In the course of our activities and functions, we collect information about individuals we may deal with, such as applicants for grants, service providers, individuals that apply for or gain a position with us or their referees or an applicant organisation’s personnel, representatives and other contacts whose information the applicant organisation or nominated referees provides to Gandel Foundation. The type of personal information that we may collect and hold will vary depending on the circumstances in which we are dealing with you. This personal information may include:

- your name, title, date of birth, details of next-of-kin, bank account details, your address and other contact details;
- other details relating to your relationship with us, for example, details of the project we are funding or if you have applied for a position with us, pre-employment history and information obtained from checking your references; and
- government identifiers, such as your tax file number, ABN, driver’s licence or passport number.

We do not ordinarily collect sensitive information. Where we do collect sensitive information, we will do so only where reasonably necessary for our functions or activities and with your consent, unless collection is otherwise permitted or required by law.

We often collect your personal information directly from you. However, we may collect information from third parties, such as referees for a job application or a grant or scholarship application or where your information is obtained as a result of a transaction undertaken with a third party to whom you have a connection.

Website usage, cookies and analytics:

When you visit our website, we may automatically collect certain information, including your IP address, browser type, device information, pages viewed and the date and time of your visit.

We may use cookies and similar technologies to improve website functionality, understand website usage and enhance the user experience.

We may use third-party analytics services, including Google Analytics or similar services, which collect information about your interactions with our website. This information is used in aggregate form and does not ordinarily identify individual users.

You may adjust your browser settings to refuse cookies, although some website functionality may be affected.

Why we collect your personal information:

We will only hold, collect, use and disclose your personal information as reasonably necessary for our charitable or administrative purposes, including to manage the selection of applicants for grants or scholarships and as permitted by law. The purposes may include:

- engaging service providers, contractors or suppliers for reasons relating to the operation of our organisation;
- recruitment and staffing purposes, for example to review the qualifications and suitability of a job applicant;
- the processing and selection of the grant or scholarship applications, the verification of information and to maintain and update information regarding an application or project;
- providing facilities or services to you or your organisation, or where we are involved in providing facilities or services to you or your organisation;
- the promotion of the grants, for example, the publishing of information on our website that describes the projects funded by a grant; and
- where we are required or authorised by law to collect your personal information we may do so in order to comply with the law or a request of a government or regulatory authority, body or organisation.

Grant applications:

If you submit, participate in or are referenced in a grant application, we may collect personal information from applicants, project partners, referees and authorised representatives.

We may use this information to:

- assess grant applications;
- undertake due diligence;
- monitor funded projects;
- evaluate outcomes and impact;
- comply with legal and regulatory obligations; and
- communicate with applicants and funded organisations.

We may share relevant information with advisers, assessors, trustees, committee members and partner organisations involved in assessment or oversight processes.

Communications:

We may send communications regarding grant opportunities, reporting requirements, events, organisational updates and other information relevant to our charitable activities.

You may opt out of receiving non-essential communications at any time by using the unsubscribe function contained within those communications or by contacting us directly.

Where lawful and practicable, you may interact with us anonymously or using a pseudonym. However, we may need to know your identity to assess a grant or scholarship application, conduct due diligence, process a payment, consider an employment application or respond fully to an access, correction or complaint request.

The disclosure of personal information:

We may disclose your personal information to third parties that include the following:

- related entities, parties with whom we have a commercial relationship and our affiliates;

- partner organisations and related affiliates in respect of verification and review of grant or scholarship applications;
- service providers that assist us with certain functions and activities, including providers of accounting, legal, banking, payment and technology services;
- other persons we may need to deal with in connection with the employment and engagement of staff, e.g. next-of-kin, training or medical providers;
- third parties you authorise to act on your behalf or that are otherwise connected with you, e.g. your legal representative;
- other parties in circumstances where it is necessary to provide or facilitate a service; and
- government and regulatory authorities, bodies and other organisations, as required or authorised by law.

Some of our service providers may store or process personal information outside Australia. Where our arrangements are likely to involve disclosure of personal information to overseas recipients, those recipients may be located in the USA or Israel. We take reasonable steps to ensure that overseas recipients handle personal information in a manner consistent with Australian privacy requirements.

Management of personal information:

Your personal information may be stored in hard copy documents or electronically in software, systems or premises provided by us, our related entities or our service providers. We maintain physical, electronic and organisational safeguards designed to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure. These measures may include:

- access controls and user authentication;
- secure cloud-based systems;
- encryption where appropriate;
- staff training and confidentiality obligations; and
- monitoring and security controls designed to identify and respond to security incidents.

We retain personal information only for as long as reasonably necessary to fulfil the purpose for which it was collected, comply with legal obligations, resolve disputes and enforce agreements. Retention periods may vary depending on the nature of the information and our legal and operational obligations. When personal information is no longer required, we take reasonable steps to securely destroy or permanently de-identify it.

Data breaches:

We maintain procedures for responding to actual or suspected data breaches.

Where required by law, including under the Notifiable Data Breaches scheme established under the Privacy Act, we will notify affected individuals and the Office of the Australian Information Commissioner of eligible data breaches.

Access to and correction of personal information:

You may request access to your personal information which we hold in writing (see “Contacting us about a privacy-related matter” below). This is subject to certain exemptions in the *Privacy Act*.

We take reasonable steps to ensure that personal information that we collect, hold, use and disclose is accurate, up-to-date, relevant to our relationship with you and complete.

If you would like to request a correction of your personal information, please see “Contacting us about a privacy-related matter”.

We will not charge you for making an access request. In some circumstances, we may charge a reasonable fee for the costs of providing access. We will advise you of any proposed fee for providing access.

Your privacy rights:

Subject to applicable law, you may:

- request access to personal information we hold about you;
- request correction of inaccurate information;
- request clarification regarding our collection or use of information; and
- make a complaint regarding our privacy practices.

We will respond to requests within a reasonable period and in accordance with applicable privacy legislation.

Privacy complaints or disputes:

If you believe that your information has not been treated consistently with the *Privacy Act*, please contact us (see “Contacting us about a privacy-related matter”). We will acknowledge receipt of your complaint and investigate it fairly and promptly. We aim to provide a written response within 30 days. If we require additional time, we will explain the reasons for the delay and advise when you can expect our response. We aim to resolve all complaints that we find are justified.

If you are unhappy with the handling of your complaint you may refer the complaint to the Office of the Australian Information Commissioner (visit www.oaic.gov.au for more information).

Contacting us about a privacy-related matter:

If you wish to contact us about one of the privacy-related matters, please use the contact details below:

Privacy Officer
Gandel Foundation
PO Box 204
Chadstone VIC 3148

Email: info@gandelfoundation.org.au
Telephone: + 61 (0)3 8564 1288

Last Updated: 29 September 2026