

Policy Statement

Personal Information Collection

Approved by: CEO
Issue Date: 10 December 2009

Background:

This policy supports the main [Privacy Policy](#)

Statement of policy:

In the course of conducting its normal business activities, Vision Super collects, records, maintains and uses personal information about individuals. All such information is collected by lawful fair and not unreasonably intrusive means, directly from the individual concerned wherever reasonable and practicable, and only for the purposes of providing, assessing, reporting and paying superannuation and insurance benefits.

The information collected and stored may include the following;

- Members' personal particulars and contact details
- Nominated beneficiaries
- Membership, salary, investment choice and contribution history
- Benefit quotations and Advisory Services history
- Tax file number
- Medical reports and underwriting assessments
- Insurance cover and claims history
- Correspondence, including internally created file notations

If individuals decline to provide Vision Super with the personal information it requests, vision Super may not be able to provide, assess, report or pay superannuation and insurance benefits.

Every Vision Super document seeking to collect information about any individual will include Vision Super's contact details and the purpose for which the information is sought.

The document will also advise that the requested information will be protected in accordance with the Privacy Act 1988 and Vision Super Privacy Policy Statement and where those documents can be found.

Approved by the Chief Executive Officer on 10 December 2009