

## Policy Statement

### Using and Disclosing Personal Information

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 in relation to its members and beneficiaries.

This information will be kept confidential at all times and will only be used for the purposes for which it was collected, namely;

- Managing and paying superannuation benefits
- Informing and educating members
- Providing, assessing and paying death and disability benefits

Vision Super will not use or disclose personal information for any purpose other than for which it was collected, except where;

- The member or beneficiary has given his or her consent
- There is a legal requirement
- Disclosure is required to prevent, detect, investigate or prosecute a criminal offence or breaches of a law imposing a penalty or sanction, or to protect public revenue
- The preparation for, or conduct of, legal proceedings before a court or tribunal, or the implementation of orders of a court or tribunal
- The purpose for which the disclosure is made is related to the purpose for which the information was obtained and directly related where the information is sensitive and the individual would reasonably expect Vision Super to use or disclose the information in this way
- Vision Super reasonably believes that the use/disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety or public health or safety.
- Vision Super is required by the Family Law Act to disclose personal information to a member's spouse/partner or former spouse/partner

If personal information is disclosed in any of the scenarios described above, that disclosure will be noted on the member's record.

### **External Contractors**

All external service providers engaged by Vision Super, such as facilities management, actuaries, underwriting specialists, medical consultants printing, mailing and other professional advisers, will be required to comply with the Privacy Act 1988 and Vision Super's privacy policies.

### **Marketing**

Vision Super does not consider any activity associated with managing the fund or informing and educating members, to be marketing.

However, where Vision Super does involve itself in marketing related activities such as promoting Members Equity Bank, sensitive information will not be used and members will be given the opportunity to opt out of such marketing activities, free of charge.

**Approved by the Chief Executive Officer on 10 December 2009**