

Vision Super Pty Ltd

ABN 50 082 924 561

Policy statement - Personal information collection

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 and sensitive information about its members, beneficiaries and employees of relevant authorities and participating employers (“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, and associated services such as general and personal financial product advice in relation to these benefits. Personal and sensitive information is held securely on Vision Super’s internal database.

The information collected and stored may include the following:

- individuals' 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; and
- 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. This 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.

At any time before, during, or after a communication that Vision Super has with an individual concerning the collection of personal and/or sensitive information, Vision Super will provide the individual with a confirmation letter that includes the following details:

- that Vision Super has collected the respective information;
- the contact details of Vision Super;
- if the information was collected from a person other than the individual, or if the individual is unaware of Vision Super collecting such details, the details and reasons for the collection of that information and the fact that Vision Super collects such information;
- if the collection of the information is required by (or under) an Australian law, or a court/tribunal order, the details surrounding this requirement (i.e. the Australian law which requires the information or the details of the court/tribunal order);
- the purposes behind the collection of the information;
- the relevant consequences (for the individual) of not collecting the information, or only collecting part of the necessary information;
- the details of any organisation, body or person (or the types of organisations, bodies or persons) to which Vision Super ordinarily discloses that kind of personal information;
- that Vision Super's privacy policy contains information about how the individual can:
 - access their information;
 - seek the correction of their information (if necessary); and
 - complain about a breach of the Australian Privacy Principles;
- how Vision Super will deal with such a complaint.

In the event that Vision Super receives unsolicited personal information from an individual Vision Super will, within a reasonable period, determine whether or not they could have collected the respective information in line with the Australian Privacy Principles. If it is found that Vision Super could not have collected the respective information, and the information is not contained in a Commonwealth government record, Vision Super will destroy or de-identify the respective information as soon as practicable, provided that it is lawful to do so. Please note that when Vision Super is making such a determination, they may use or disclose the personal information in line with the *Privacy Act 1988* (Cth).

CEO

7 March 2014