

Mazda Foundation Privacy Policy

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1 Introduction

Mazda Foundation Limited (“**Mazda Foundation**”) is committed to protecting the privacy of individuals. Mazda Foundation is bound by the Privacy Principles set out in the *Privacy Act 1988* (Commonwealth) (the **Act**).

Mazda Foundation will only collect, use or disclose personal information in accordance with the Act and this Privacy Policy.

Mazda Foundation may amend this Privacy Policy at any time. The updated version will be available by following the “Privacy Policy” link on Mazda Foundation’s website homepage, at www.mazdafoundation.org.au. Mazda Foundation may highlight changes to this Privacy Policy on its homepage, but you should check the Privacy Policy regularly for changes.

In this Privacy Policy, “personal information” has the meaning set out in the Act. Essentially, personal information is information or an opinion about an individual who is reasonably identifiable. It includes, for example, your name together with your contact details.

Mazda Australia Pty Ltd and Mazda dealers are independent of the Mazda Foundation and may have privacy policies which differ from ours. Mazda Australia Pty Ltd and Mazda dealers are responsible for their own privacy policies and privacy practices. Please contact your Mazda dealer directly for further information.

2 When do we collect personal information?

Mazda Foundation collects personal information in a number of ways. The most common ways are described below.

- We may collect your personal information directly from you, when you provide it to us or to our agents or contractors including when you:
 - apply for funding from the foundation;
 - make a query regarding the Mazda Foundation or our projects; or
 - conduct business with us.

We may also collect personal information about you from publicly available sources, from our related companies or from third parties.

3 What personal information do we collect?

The types of personal information we collect from you will depend on the circumstances in which the information is collected.

Mazda Foundation may collect contact details including your name, address, email address and phone and fax numbers. Where relevant, we may also collect your driver’s licence details, date of birth, gender, answers you provide to questions we ask and other information in relation to your association or request for funding (including from third party referees that you may have provided to us).

Mazda Foundation does not require customers to provide any sensitive information. If you do provide sensitive information to us for any reason (for example, if you provide us with information about a disability you have or other health related information), you consent to us collecting that information and to us using and disclosing that information for the purpose for which you disclosed it to us and as permitted by the Act. In the case of business related contacts, sensitive information in relation to an individual's membership of a trade or similar association may be provided to us but we do not actively seek this information and will not keep a record of it unless we need to for our business purposes.

4 Why do we collect personal information and how do we use it?

The purposes for which we use your personal information will depend on the circumstances in which we collected it.

For example, we may use your personal information so that:

- we can do business together;
- we can consider your request for funding or other relationships; or
- you can use our website.

We may use or disclose your personal information:

- for the purposes for which we collected it (and related purposes which would be reasonably expected by you);
- for other purposes to which you have consented; and
- as otherwise authorised or required by law.

Generally, we will only use and disclose the personal information that we collect about you for purposes connected with our business operations. These purposes may include:

- verifying your identity;
- contacting you (including via electronic messaging such as SMS and email, by mail, by phone or in any other lawful manner);
- assessing your suitability for funding or other relationships with us;
- providing goods or services to you or receiving goods or services from you;
- addressing any issues or complaints that we or you have regarding our relationship; and
- developing and improving the Mazda Foundation.

5 To whom do we disclose personal information?

We may disclose your personal information to third parties in connection with the purposes described in section 4 of this policy.

This may include disclosing your personal information to the following types of third parties:

- any third parties to whom you have directed us to disclose your personal information (e.g. referees);
- our related companies;
- our accountants, insurers, lawyers, auditors and other professional advisers;
- in the unlikely event that we or our assets may be acquired or considered for acquisition by a third party, that third party and its advisors;

- third parties that require the information for law enforcement or to prevent a serious threat to public safety; or
- otherwise as permitted or required by law.

Where we disclose your personal information to third parties we will use reasonable commercial efforts to ensure that such third parties protect your personal information in a manner consistent with this Privacy Policy.

Some information that you post to parts of our website or to our social media pages may be available to be viewed by the public. You should use discretion in deciding what information you upload to such sites.

6 Does personal information leave Australia?

None of your personal information that you disclose to Mazda Foundation will leave Australia.

7 Security

Mazda Foundation will take reasonable steps to keep any personal information we hold about you secure. However, except to the extent liability cannot be excluded due to the operation of statute, we exclude all liability (including in negligence) for the consequences of any unauthorised access to, disclosure of, misuse of or loss or corruption of your personal information. Please notify us immediately if you become aware of any breach of security.

8 Accessing and updating your personal information

You may seek access to personal information which the Mazda Foundation holds about you by contacting us as described in section 10 of this policy. We will provide access to that information in accordance with the Act, subject to certain exemptions which may apply. We may require that the person requesting access provide suitable identification and where permitted by law we may charge an administration fee for granting access to information.

If you become aware that any personal information we hold about you is incorrect or if you wish to update your information, please contact the Mazda Foundation as described in section 10 of this policy.

If you wish to access, correct or update personal information held by a Mazda dealer, please contact that Mazda dealer directly.

9 Queries, comments and complaints

We welcome your queries or comments about our Privacy Policy and personal information handling practices.

If you have any questions, concerns or complaints about our collection, use or disclosure of personal information, or if you believe that we have not complied with this Privacy Policy or the Act, please contact us (see section 10 of this policy). When contacting us please provide as much detail as possible in relation to your question, concern or complaint.

Mazda Foundation will take any privacy complaint seriously and any complaint will be assessed by an appropriate person with the aim of resolving any issue in a timely and efficient manner. We request that you cooperate with us during this process and provide us with any relevant information that we may need.

If you are not satisfied with the outcome of our assessment of your complaint, you may wish to contact the Office of the Australian Information Commissioner (click [here](#) for information).

10 Contact details

Please address all privacy related queries, requests and complaints to Mazda Foundation's Privacy Officer at privacy@mazdafoundation.org.au or Private Bag 40, Mount Waverley BC, Victoria 3149.