



Australian Government



Northern Australia Infrastructure Facility

# NAIF's Privacy Collection Notice – Applications for NAIF Support

June 2024

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## Confidentiality

This guideline is provided for internal use only. These guidelines contain information within it should not be disclosed to third parties without the express written permission of Northern Australia Infrastructure Facility.

## Disclaimer

Northern Australia Infrastructure Facility follows internal quality control procedures to ensure that all work produced within this report is accurate within the expectations and scope of the study involved. The findings within this report are based on input data provided and assumptions outlined in the report and are only intended for use by the recipient.

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## 1. Who does this Privacy Collection Notice apply to?

This Privacy Collection Notice applies to all individuals who provide personal information relating to a business or project application to Northern Australia Infrastructure Facility (NAIF).



The Privacy Collection Notice should be read in conjunction with the NAIF Privacy Policy and Legal notices available on our website <https://naif.gov.au/>

NAIF takes very seriously the need to protect personal information from unauthorised disclosure. NAIF will treat personal information received as strictly confidential, including preliminary discussions with NAIF for potential support for a project. This is, however, subject to NAIF's legal obligations, as set out in this Privacy Collection Notice.

## 2. What types of personal information will be collected by NAIF?

The personal information collected by us will include the details directly provided to us for the project application, any supporting documents that we request as part of the process, and additional details provided that are relevant to the process. This may include, but is not limited to:

- name (current and former), date of birth;
- address, mobile or landline numbers, email address;
- business address (if applicable);
- Identity documents;
- contact and identification details of any authorised third party to act or provide your personal information on your behalf; and
- financial matters, directorships and affiliations.

If providing NAIF with personal information about other people (or asking other people to provide personal information to NAIF), you must provide a copy of this notice to that person before disclosing their personal information. We will ask for explicit consent throughout the process when personal information is requested.

If NAIF requires sensitive information about you, we will ask for explicit consent throughout the process. Access to this information is limited to NAIF's representatives who have a legitimate interest in it to carry out their duties.

### 3. Why does NAIF need personal information, what is NAIF’s legal basis for collecting it, and how will NAIF use it?

The personal information processed by us, or processed on our behalf, is required for the purposes of assessing the project application for NAIF support, identifying you and verifying information provided in the project application. The information will be used for ongoing activities related to our functions and obligations under relevant legislation.

Under certain circumstances, the collection of personal information may be necessary or mandated by law, including but not limited to fulfilling our obligations under the *Northern Australia Infrastructure Facility Act 2016* (Cth) and *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth). This information may be obtained directly from you, your representatives, advisers, our website, relevant third parties, or publicly available services.



If you do not provide personal information which NAIF requests from you, it may delay or impact the ability for NAIF to provide support.

We will obtain your consent for the specific use of your personal information not covered by this Privacy Collection Notice or where that personal information includes sensitive information, which we will collect from you at the appropriate time. You can withdraw your consent to our specific use of such information at any time.

### 4. How will NAIF manage my personal information?

As a corporate Commonwealth entity, NAIF is subject to various legal obligations regarding the storage, protection, use and release of information it receives. Information provided to NAIF may be subject to but limited to the *Northern Australia Infrastructure Facility Act 2016* (Cth), the *Freedom of Information Act 1982*, the *Privacy Act 1988* (Cth), *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth), and the *Archives Act 1983* (Cth) and other relevant legislation as applicable.

Personal information is securely gathered, stored, and transmitted in various electronic formats within NAIF. This includes using databases utilised by Investment, Legal, Risk, and Compliance teams to evaluate the project application and eligibility for NAIF support. Only authorised NAIF representatives with legitimate requirements for accessing personal information are permitted to do so in order to fulfil their duties and obligations at NAIF.

## 5. Who will NAIF share my personal information with?

NAIF may also disclose personal information to third parties, such as credit reporting agencies, for AML screening purposes, including reporting agency credit header data to comply with anti-money laundering regulations under the AML/CTF Act. NAIF will take reasonable steps to ensure that any third party receiving personal information for AML screening purposes has appropriate safeguards in place to protect the privacy of the information.

The range of third parties may include the following:

- Government departments, including State/Territory and Commonwealth Agencies, including their:
  - Employees, officers, agents or contractors of the agencies; and
  - In each case, their legal, financial or other professional advisors.

We may share your personal information with third parties located in countries outside of Australia, such as the United States of America, or European Union member states, and other countries that are relevant. We do this to ensure that the information provided is accurate and valid. This is done in accordance with the purpose of identifying and validating the personal information provided for the project requirements. Please note that the list of countries may change depending on the validation required.


Where NAIF is required to share commercially sensitive or personal information with any of these entities, we will make it clear to them that the information is sensitive in nature and includes personal details. We will highlight that the information must be handled with the utmost confidentiality and security.

## 6. How will NAIF use my personal information after the process?

If the project application proceeds, the personal information provided will be used to provide the facility for the project. As a result, the personal information will be included in the ongoing customer record.

In the event that the project application is unsuccessful, we take appropriate measures to ensure that the personal information provided is handled in accordance with NAIF's Privacy Policy, and Records and Information Management Policy. If you would like the personal information to be removed from our databases, please contact NAIF's Privacy Officer (contact information provided below).

## 7. Who can I contact if I have any questions about how my personal information is being used?

| Post  | Email   |
|---|---|
| <p><b>NAIF Privacy Officer</b><br/>PO Box 4896<br/>Cairns, QLD 4870</p> | <br><a href="mailto:privacy@naif.gov.au">privacy@naif.gov.au</a> |

## 8. Further information

For more information about NAIF privacy practices, including how to access or correct your personal information or make a complaint, see our Privacy Policy on our website at <https://naif.gov.au/> or NAIF's Privacy Officer can be contacted on 1300 466 243 or at [privacy@naif.gov.au](mailto:privacy@naif.gov.au)