



Australian Government



Northern Australia Infrastructure Facility

# NAIF's Privacy Collection Notice – Promotional Activities

July 2024

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## Confidentiality

This report is provided in confidence and is only intended for the recipient of the report. This report contains confidential information and 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 anyone who provides NAIF with their contact details through enquiring about NAIF's services, attending in person or online events, or requesting to be kept informed about NAIF's services and activities.



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. This is 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 in the delivery of promotional activities, including the provision of in person and online events, webinars, mailing lists, and general enquiries. The information may include but is not limited to:

- name;
- mobile or landline numbers;
- email address;
- business address;
- previous or current employment details, including company name, job title and sector;
- videos and photos taken by NAIF or a third party at events;
- social media posts.

For online events, we may collect the following information:

- connectivity, technical and aggregated usage data such as IP addresses, geolocation, device data (such as type, OS, device ID, browser version, locale and language settings used), performance and activity logs, session recordings, activity on our Services, and the cookies and pixels installed or utilised on your device; when presenting at a NAIF event, your physical presence may also be recorded and the personal information contained therein may be processed;
- participant account information, such as profile pictures, registration numbers, any comments, public chats or questions asked via the event portal or app, networking preferences, professional interests, event schedule, password or other information used for authentication and access control (if applicable); and
- direct interactions and communications with us, which may include chats, surveys, feedbacks, recordings and transcripts of your calls, and other information you provide to us, including correspondence with us (e.g., for user experience, support and training purposes and any other data you upload).

If you provide NAIF with the personal information of others (e.g., the names and contact details of other individuals within your organisation), you acknowledge that you will need to disclose that:

- you are disclosing that information to NAIF; and
- they can access that information by contacting the NAIF Privacy Officer.

NAIF may also collect sensitive information, limited to:

- association memberships (political or trade unions).

NAIF may also obtain your personal information from third parties such as:

- your employer;
- NAIF's contracted service providers (for example, event coordinators); and
- government agencies and industry groups involved with the delivery of our services.

### **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 provided to us as part of promotional activities is collected for the primary purpose of engaging with you about NAIF's services and activities, including potential opportunities for NAIF investments. 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).

You can withdraw your consent to NAIF contacting you about our services at any time. If you do not wish to provide your contact details, we will not be able to directly engage with you about NAIF's services.

We will obtain your consent for the specific use of your personal and sensitive information not covered by this Privacy Collection Notice.

## 4. What will NAIF do with your personal information?

In addition to the purposes set out in the Privacy Policy, your personal information collected as part of promotional activities may be used for the following:

- keeping you informed about NAIF's services via updates and newsletters;
- invite you to attend in person and online events;
- contact you to discuss potential investment opportunities;
- conduct market research and stakeholder satisfaction surveys;
- give you access to the webinars you wish to attend as well as to the recording;
- to provide you with NAIF information per email (direct advertising/promotional purpose e.g. newsletters;
- to process your activities such as event registration, submissions, attendance and meetings;
- to provide you with customer assistance and support services throughout promotional activities;
- to facilitate and optimise our marketing and advertising campaigns, ad management, pipeline operations, and managing our services more effectively;
- to contact you with general or personalised service-related messages, or with promotional messages, and to facilitate, sponsor and offer certain events of interest;
- to create aggregated statistical data, inferred non-personal data, or anonymised data (rendered non-personal) to provide, customise and improve our promotional activities or for any other purpose (such as estimating and reporting total webinar/event audience size and traffic); and
- as otherwise described to you at the point of collection.

Some of our activities will feature moderated Q&A. If you choose to interact with these types of activities, your comments may be visible to or heard by other participants and made available to the public on recordings.

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

NAIF will store your contact details (name, email, company and phone number) in our Customer Relationship Management system (CRM).

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), *Work Health and Safety Act 2011* (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 People and Culture, Legal, Risk, and Compliance teams. 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.

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

NAIF may also disclose personal information to third parties for delivery of promotional activities. NAIF will take reasonable steps to ensure that any third party receiving personal information has appropriate safeguards in place to protect the privacy of the information.


The range of third parties may include the following:

- marketing and communication platforms;
- survey providers;
- event coordinators; and
- venue and catering providers.

We may share your personal information with third parties located in countries outside of Australia, such as the United States of America, European Union member states, and other countries that are relevant. We will only share this information to undertake the activities above.

Where NAIF is required to share 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.

## 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> <b>PO Box 4896</b> <b>Cairns, QLD 4870</b></p>	 <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)