

PRIVACY POLICY

1. PURPOSE

The **Australian Gas Industry Trust (AGIT)** respects your privacy and is committed to protecting the personal information we hold about you.

AGIT complies with the Privacy Act 1988 (Cth) and follows the Australian Privacy Principles (APPs) and the Australian Charities and Not-for-profits Commission's (ACNC) guidance on managing people's information and data.

Although AGIT's annual revenue is below \$3 million and therefore not automatically subject to the Privacy Act, we voluntarily adopt these standards in line with good governance and community expectations.

This policy explains how AGIT collects, uses, discloses, stores, and protects personal information, and how individuals can access or correct it.

By providing AGIT with your personal information, you consent to your personal information being collected, stored, used and disclosed as set out in this policy as varied from time to time, and as otherwise permitted under the Privacy Act.

2. ABOUT AGIT

AGIT is a registered charity with the ACNC. Our purpose is to support education, research, and development in the Australian gas industry through the management of a trust fund.

AGIT's activities include providing grants, scholarships, and funding for research projects that contribute to professional development and knowledge-sharing within the gas sector.

3. DEFINITIONS

In this policy, the term 'personal information' has the meaning given to it in the Privacy Act.

Personal information is any information or opinion about an identified individual, or an individual who is reasonably identifiable. The information or opinion does not have to be true or recorded in material form.

AGIT does not generally collect any sensitive information as that term is used in the Privacy Act (including any information or opinion about your racial or ethnic origin, political opinions, political association, religious or philosophical beliefs, membership of a trade union or other professional body, sexual preferences, criminal record, or health information). AGIT will only collect sensitive information where required by law or with consent. If AGIT holds any sensitive personal information, that information will only be used and disclosed by AGIT for the purpose for which it was provided.

If AGIT asks for sensitive information, we will explain the reason for this.

4. WHAT PERSONAL INFORMATION WE COLLECT

AGIT only collects personal information that is reasonably necessary for our purposes.

This may include:

- Name, title, and contact details (email, phone number, postal address)
- Organisation and position
- Academic, professional, or employment background (for grant or scholarship purposes)
- Financial or banking details for payments or reimbursements

- Communications and correspondence with AGIT
- Website usage data such as IP address, browser type, and pages viewed

You do not have to provide us with your personal information. Where possible, we will give you the option to interact with us anonymously or by using a pseudonym. However, if you choose to deal with us in this way or choose not to provide us with your personal information, we may not be able to assist you by providing information, delivering services and/or including you in AGIT programs and activities.

5. HOW WE COLLECT PERSONAL INFORMATION

We collect information directly from you when you apply for or receive funding, communicate with us, participate in AGIT-supported programs, attend events, or visit our website. We may also receive information from Australian Pipelines and Gas Association (APGA) (which provides secretariat support), partner universities or institutions, referees, or publicly available sources where appropriate.

6. WHY WE COLLECT AND USE PERSONAL INFORMATION

We collect and use personal information to:

- Assess eligibility for scholarships, or programs
- Administer funding agreements and payments
- Communicate with stakeholders and applicants
- Conduct and evaluate research and educational activities
- Comply with ACNC, legal, and financial reporting requirements
- Improve the quality of our programs and governance processes

We will not use personal information for unrelated purposes without your consent unless permitted or required by law.

7. DATA MINIMISATION AND RETENTION

We will not keep your personal information for longer than we need to, and AGIT will take all reasonable steps to destroy or permanently de-identify personal information it holds. In most cases, this means that we will only retain your personal information for the duration of your relationship with us or if it is no longer needed for its business purposes, unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations.

8. DISCLOSURE OF PERSONAL INFORMATION

AGIT may disclose personal information to third parties in accordance with this policy in circumstances where you would reasonably expect us to disclose your information. Depending on the product or service, your personal information may be disclosed to:

- Our employees, contractors or service providers for the purposes of operation of our website or our business, fulfilling requests by you, and to otherwise provide services to you
- Research or educational institutions that collaborate on funded projects
- Professional advisors, auditors, and service providers (e.g. IT, accounting, mailing, data storage)
- Government or regulatory bodies when legally required (e.g. ACNC, ATO)

Where we engage external service providers, we ensure they have appropriate privacy and security standards.

AGIT does not sell, rent, or exchange personal information for marketing or fundraising purposes.

9. DIRECT MARKETING AND COMMUNICATIONS

We may send you direct marketing communications and information about our services, opportunities, or events that we consider may be of interest to you if you have requested or consented to receive such communications. These communications may be sent in various forms, including mail, SMS and email, in accordance with applicable marketing laws, such as the Australian Spam Act 2003 (Cth). You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so.

You may opt-out of receiving marketing communications from us at any time by following the instructions to “unsubscribe” set out in the relevant communication or contacting us using the details set out in the ‘contact us’ section below.

10. WEBSITE, COOKIES AND EXTERNAL LINKS

Our website may use cookies and analytics to understand usage and improve performance. Cookies do not identify individuals and can be disabled via your browser settings, although some website features may not function correctly. Our website may include links to third-party sites. We are not responsible for their privacy practices and encourage you to review their policies.

11. OVERSEAS DISCLOSURE

AGIT stores personal information primarily within Australia. If we use service providers who store or access data overseas, we take reasonable steps to ensure comparable privacy protections (contractual obligations, security standards, and due diligence).

12. DATA SECURITY AND RISK MANAGEMENT

AGIT takes data protection seriously. We have implemented measures to reduce the risk of unauthorised access, misuse, or loss of information, including:

- Secure physical and electronic storage systems
- Access controls and staff confidentiality undertakings
- Encrypted communications and password-protected systems
- Routine reviews of our data-handling practices

13. ACCESS AND CORRECTION

You may request access to personal information held by AGIT or request that it be corrected if inaccurate, incomplete, or out of date.

Requests can be made in writing (see Contact Us below). We will respond within a reasonable period and may require verification of your identity.

14. COMPLAINTS AND FEEDBACK

If you believe your privacy has been breached or mishandled, please contact AGIT using the details below.

We will:

- Acknowledge your complaint within 7 days
- Investigate and aim to resolve it within 30 days
- Notify you of the outcome

If you are not satisfied, you may contact the Office of the Australian Information Commissioner (OAIC): www.oaic.gov.au | 1300 363 992

15. CONTACT US

If you have any questions, requests, or concerns about this Privacy Policy or how AGIT handles personal information, please contact:

Australian Gas Industry Trust (AGIT)
c/o Australian Pipelines and Gas Association
2nd Floor, NFF House, 14–16 Brisbane Avenue
Barton ACT 2600

16. REVIEW AND UPDATES

This policy is reviewed at least every two years, or sooner if there are changes to AGIT's operations, ACNC guidance, or privacy laws. Updates will be published on our website with the revised date.