

Chamber Wellness Fund

Privacy Statement

The Department of Employment, Small Business and Training uses an online application portal (the DESBT SmartyGrants portal) for chambers to complete and submit applications for funding offered under the Chamber Wellness Fund.

The department collects information via the DESBT SmartyGrants portal about the chamber applying for funds and how the funds will be applied. The information collected by the department is used for the purpose of:

- assessing the chamber's application for Queensland Government public funding programs
- administering any subsequent funding contract awarded.

The information collected may contain some forms of '**personal information**' (as opposed to business information). The use and disclosure of personal information by the department is regulated under the *Information Privacy Act 2009* (Qld). If a chamber or its authorised representative provides personal information to the department, it must ensure it is authorised to do so.

Personal information is 'information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion'.

Personal information such as the names and contact details (e.g. phone numbers, email addresses, street, and postal addresses) of the DESBT SmartyGrants portal user and representative of the applicant chamber is collected for the purpose of assessing an application and administering any subsequent funding contract.

Information about the applicant chamber's usage of the DESBT SmartyGrants portal will also be collected in accordance with Information Standard – Information Security (IS18) for the purpose of retaining audit trails relating to who has accessed or modified information, and when it occurred.

The information submitted into the DESBT SmartyGrants portal (including personal information) will be used and accessed by departmental officers and persons acting on behalf of the department (e.g. contractors). The department's procurement and/or funding processes require the participation of other government or non-government agency representatives on evaluation panels to review submissions for publicly funded programs. In this case, information submitted may be disclosed to, and used by, such people and organisations.



Personal information will be handled in accordance with the *Information Privacy Act 2009* and will otherwise not be used or disclosed to a third party unless:

- the department is authorised or required by law to make the disclosure
- or
- the person who the personal information relates to has consented to the disclosure.

Email

The department's servers will record your email address as part of the DESBT SmartyGrants portal account creation process, as well as various DESBT SmartyGrants portal application processes. Your email address will not be added to a mailing list or marketing list not relevant to the Chamber Wellness Fund without your consent.

Information security

The department takes all reasonable steps to protect the information that we hold against loss, unauthorised access, use, modification, disclosure, or other misuse.

Note: The Queensland Government's [privacy statement](#) also applies.

Please email the department's Legal Services via corporate.legal@desbt.qld.gov.au if you have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed.