

Confidentiality and Privacy

Confidentiality of information

Information provided by you in this application will be kept confidential by Austrade. It will be used by Austrade for the purposes of the [Export Market Development Grants Act 1997 \(EMDG Act\)](#) and the [Australian Trade and Investment Commission Act 1985 \(Austrade Act\)](#).

We may make certain basic details of grant recipients, including the recipients' name, address, industry and amount of the grant received, available to other government bodies and the public.

We will make available the following information in your application to our colleagues within Austrade, including our Tradestart advisers, to complement the information that Austrade collects on the capacity of Australian businesses looking to export, for trade facilitation purposes:

- Contact details (including your name, position, contact phone number and email address)
- A description of the product that you are promoting overseas
- Details of the marketing expenses you are claiming reimbursement for
- The value of the export earnings stated in the application and the countries they relate to
- Turnover
- The number of people employed by you

Privacy

As an Australian Government agency, Austrade is bound by the Australian Privacy Principles (APPs) in the *Privacy Act 1988* which regulate how Austrade may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

Austrade will collect, store, use and disclose your personal information for the purpose of exercising the functions and powers of Austrade, including EMDG Administration and trade facilitation. This information may be transferred to Austrade's other offices, including overseas offices, via third party software and may, from time to time, be stored overseas through this process.

For further information on how we handle your personal information, please read the [Austrade Privacy Policy](#).

Third Party Information

Austrade may collect, store, use and disclose personal information of third parties, such as your employees and service providers, for the purposes of assessing your application and verifying payments you have made to those third parties, as required under the EMDG Act.

Where you provide personal information of third parties to Austrade, you MUST ensure that you have informed those third parties that the information will be provided to Austrade and Austrade may use this information for the purpose of assessing this application and verifying payments made to them, as required under the EMDG Act, and obtained their consent to this prior to providing their information to Austrade.

Personal information includes, for example, a person's name, contact details, position and any financial information regarding that person.

Accuracy of Information

You must make sure that the information Austrade holds about you is accurate. If you need to change your details at any time, please email EMDG-Help@austrade.gov.au

You can also access, change, or request the removal of the information Austrade holds about you at any time by emailing EMDG-Help@austrade.gov.au

Requests for further information

Applicants may be asked to provide specific additional information so that their grant application can be processed. If the applicant is a body corporate which is part of a related company group Austrade may seek information from any body corporate in this group.

Austrade may also request the applicant's written consent to conduct criminal record checks in order to confirm that provisions of the [EMDG Act](#) concerning disqualifying convictions are complied with. These requests by Austrade will be made in writing and will specify the information required. Austrade may refuse to consider an application when requested information is not provided.