

## **Privacy Collection Notice**

The Small Business Month Program (the 'Program') is offering grants of up to \$5,000 to eligible applicants to deliver free events in November 2022 that directly benefit and support the small business community.

The NSW Small Business Commission gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998*.

### **Why are we collecting your personal information?**

The NSW Small Business Commission is collecting your information for the following purposes:

- processing and reviewing your application and determining your eligibility for the grant;
- communicating with you and providing you with further information about the grant; and
- other directly related purposes.

### **Are you required by law to provide us with this information?**

You are not required by law to provide us with the required information. The consequences of not providing your personal information are that we may not be able to process and assess your application.

### **How we use and disclose your information**

The NSW Small Business Commission may use the information you provide:

- to verify the information you provide;
- review your application and determine your eligibility for the grant;
- conduct auditing, investigation, compliance and acquittal activities to assess whether the Funding Guidelines and the Funding Agreement have been and are being met, to investigate any allegations of fraud and to assess the financial integrity of the use of the grant;
- contact you about your application, including to confirm the information in your application, to request additional information, and to discuss the outcome of your application; and
- other directly related purposes.

The NSW Small Business Commission may disclose information in your application to:

- the Department of Customer Service for the purposes of administering, auditing, reporting and evaluating the Program and the grants provided; and
- NSW Police, if the NSW Small Business Commission reasonably suspects a case of fraud and other criminal activity.

The NSW Small Business Commission will not disclose your personal information to anyone else unless you provide your consent, or we are required or authorised to do so by law.

**We will keep your information secure:**

The NSW Small Business Commission will take reasonable security measures to protect the personal information that you provide, from loss, unauthorised access, use, modification, disclosure, or other misuse. Your personal information will be held and disposed of securely at the McKell Building, 2-24 Rawson Place, Sydney NSW 2000

**Further Information**

You have a right to access the personal information we hold about you at any time and can request that we update, correct or amend your personal information. If you decide to lodge a request for a privacy internal review, please complete the IPC's generic form and lodge it with the Department of Customer Service's Privacy Officer:  
Email: [privacy@customerservice.nsw.gov.au](mailto:privacy@customerservice.nsw.gov.au) Phone: 13 77 88