

# ACNC Registration Form

**Background:** The Australian Charities and Not-for-profits Commission (ACNC) requires information about Directors of Corporation in their capacity as 'Responsible Persons'. Legislation requires names and positions be listed on the public ACNC Charity Register. The remaining information is collected so that ACNC can contact ACU about Responsible Persons, exercise regulatory power to suspend or remove a responsible person and undertake regulatory activities.

The information is collected in accordance with ACU's [Privacy Policy](#) and [ACNC's Privacy Policy](#).

PERSONAL DETAILS	
Title:	
Family Name:	
Given Name:	
Other Given Name:	
Previous Name/s:	
Date of birth:	
Place (town) of birth:	
CULTURAL AND LANGUAGE DETAILS	
Are you of Aboriginal Origin?	
Are you of Torres Straight Islander Origin?	
What language do you speak at home?	
ADDRESS DETAILS	
Address Line 1:	
Address Line 2:	
Suburb or Town:	
State or Territory:	
Postcode:	
Country:	
CONTACT DETAILS	
Email address:	
Primary Phone (mobile) number:	
Alternative Phone number:	

Please return the completed form to [senate@acu.edu.au](mailto:senate@acu.edu.au).

## ***Privacy Collection Notice***

The Australian Catholic University and its related entities collect personal information from members of Senate (Company Directors) for administrative activities and regulatory purposes associated with your directorship and the University's corporate status. The *Privacy Act 1988* (Cth) requires the University to inform you how your personal information is collected and used, and the circumstances in which it will be disclosed.

The personal information collected by the University includes:

- Name
- Contact details (telephone number, email address, home address)
- Date of birth
- Banking information associated with a corporate credit card, or for reimbursement of expenses
- Travel records such as flights and accommodation related to university business
- Photo and biographical details (academic qualifications or employment experience)
- Financial or other interests for the purpose of Senate's declaration of interests register

Your personal information will be used by authorised ACU staff in accordance with the following purposes:

- Maintain statutory registrations under the *Corporations Act 2001*(Cth) or *Australian Charities and Not-for-profits Commission Act 2012* (Cth)
- Fulfil compliance obligations with regulators such as ASIC, ACNC, TEQSA
- Maintain internal records for communicating with you in relation to your role on Senate.
- Published on the ACU website under information on the University's governing body
- Administering meetings and recording of minutes
- Facilitating invitations to internal ACU events and graduation ceremonies or externally hosted events relevant to your role on Senate
- Provide systems access and technical assistance
- Support nominations, re-nominations, election or appointment processes.

In limited circumstances, it may be necessary to disclose the information outside the University in furtherance of the purposes outlined above. This would include to government agencies, external event hosts and dissemination of meeting materials to members of Corporation as part of the Annual General Meeting. Information will not be disclosed for any purpose other than the above, unless required by law, without your consent.

The University may use third party service providers such as technology vendors or law firms to support the business and/or meetings of Senate. The University takes measures to ensure appropriate privacy provisions and security arrangements are contained in the relevant contract.

Please see ACU's [Privacy Policy](#) on our website for more information about how the University will handle your personal information, how you can request to access or correct the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.