

# Senator Disclosure Form

**Background:** The Senator Disclosure Form collects required information from Senators of ACU in order to comply with statutory and regulatory obligations. The information is collected in accordance with ACU's [Privacy Policy](#).

Section 1: ACU has ongoing obligations with the Australian Charities and Not-for-Profits Commission (ACNC), which includes keeping charity records and notifying the ACNC of any change to responsible persons.

For further information, please click [here](#).

SECTION 1	PERSONAL INFORMATION - RESPONSIBLE PERSON
Name:	
Date of Birth:	
Residential Address:	

Section 2: ACU has particular legal obligations with regards to managing conflicts of interest and related party transactions.

Refer to the [Senator Declaration of Interest Policy and Register](#)

SECTION 2	STANDING NOTICE OF ANY ACTUAL, POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST	
Name of Company	Description of Interest	Appointment Date

SECTION 3	UNDERTAKING
<p><i>In signing the below, I undertake that the information I have provided is true and correct. Should my details change, I will notify the Directorate of Governance or the Secretary of Corporation of any changes to my information within 7 days of the effective date of the change.</i></p>	
Name:	
Signature:	
Date:	

## Privacy Collection Notice—ACU Senators and External Committee Chairs

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
- Tax File Number (TFN)
- 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
- Signature

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 and the ATO
- Administer payments made to you in your capacity as a Senator, as appropriate, including payments to you and complying superannuation funds
- Maintain internal records for communicating with you in relation to your role
- Publish information on the ACU website regarding the University's governing body
- Administer meetings and recording of minutes
- Facilitate 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
- Enable signing of circular resolutions through Diligent or execution of contracts through DocuSign

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.