

# ING Privacy Policy

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## 1. Privacy Policy

This Privacy Policy applies to ING Bank (Australia) Limited (ABN 24 000 893 292) and ING Bank N.V. Sydney Branch. The terms "we", "us" or "our" used in this Policy mean one or both of those organisations — together "ING"— as the context requires.

ING is committed to ensuring the confidentiality and security of your personal information. We are bound by the Privacy Act 1988 (the **Privacy Act**), including the Australian Privacy Principles (**APPs**) set out in that Act, to guide us in our responsible handling of your personal information.

## 2. What personal information do we collect?

In simple terms, personal information is information or an opinion about an identified individual or an individual who can reasonably be identified. The type of personal information we collect may include your name, mailing address, date of birth, email address, telephone number, tax file number, annual income and other financial details.

### 2.1. Sensitive information

We don't generally collect personal information about you which is sensitive, such as information about your health or criminal record. Unless the collection of sensitive information is required or authorised by law or a court order, we will obtain your consent to its collection only if we need it to provide you with a specific product or service (such as certain types of insurance), if you make a claim with us for financial hardship relief or if you apply for employment with us.

With your explicit consent or if required or allowed by law, we may collect your genetic or biometric data (your fingerprint, voice or facial features) which may be used to verify your identity or as an extra means of security in apps when you choose for such authentication.

### 2.2. Tax File Number

ING is required to request the collection of your Tax File Number (TFN) under certain legislation. The handling of TFNs is also regulated under the Privacy Act through Guidelines issued by the Office of the Australian Information Commissioner.

The continued confidentiality and security of your TFN will be maintained in accordance with these Tax File Number Guidelines.

## 3. How we collect your personal information

We collect most personal information directly from you. For instance, your personal information will be collected when you call our Contact Centre, send us a letter, visit our websites, when you send through an application form for a customer or any communications with us. We may also collect your personal information through our customer surveys or questionnaires.

Occasionally, we may need to source personal information about you from a third party, but only if you've consented to us collecting the information in this way or you would reasonably expect us to collect the information about you from a third party. For instance, we may collect certain personal information about you from customers, aggregators, mortgage managers, associations, credit reporting bodies, government departments or other third parties.

## 4. How we use your personal information

The general rule is that we will use or disclose your personal information only for the purposes stated at the time of the collection. If we want to use your personal information for another purpose, we will seek further consent from you, unless that other purpose is related to one of the original purposes of collection and you would reasonably expect us to use your personal information for that other purpose.

We collect, hold, use and disclose your personal information for the following reasons:

- to assist in providing you with information about an ING product or service;
- to assess your application and eligibility to act as an intermediary for customers with respect to a product or service (including to conduct risk assessments) that we offer. In particular, when you introduce a customer that applies for credit, we need to be able to work out your accreditation and approval to act as that customer's intermediary and whether they are likely to be in a position to repay. We'll base this decision on your qualifications and from the information that you or your representative have provided to us, in conjunction with other information required by us and from credit reporting bodies and other credit providers that you've dealt with;
- to provide you and your customer with the products and services that you have requested and generally to administer our relationship with you;

- to assist us to run our business, including using information for training purposes, risk management, systems development and testing, archiving, record keeping, product and service development, undertaking planning, research and statistical analysis and other operational and administrative tasks;
- unless you tell us otherwise, to provide you with further information about other ING products and services and products and services from selected service providers with whom we have a relationship;
- to safeguard the security and integrity of the ING Group and the financial sector, including preventing fraud and other criminal or undesirable activities in relation to the ING Group, its customers and staff or other financial institutions; and
- to comply with Australian legal and regulatory obligations (including codes of conduct and external payment systems) and global legal or regulatory requirements that have extraterritorial application to ING or the ING Group. For example, ING has an obligation:
  - to identify customers for the purposes of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth);
  - to determine and report to the Australian Taxation Office about your foreign tax residency status in light of ING's obligations under Schedule 1 of the Taxation Administration Act 1953 (Cth), which incorporates:
    - the global standard for the collection, reporting and exchange of information about other ING products and services a residents (otherwise known as the Common Reporting Standard or CRS); and
    - the withholding tax and reporting regime in relation to tax residents of the United States of America (known as the Foreign Account Tax Compliance Act in the United States of America (abbreviated as FATCA); and
  - to satisfy our responsible lending obligations under the National Consumer Credit Protection Act 2009 (Cth).

If you do not provide us with the requested information we may not be able to deal with you nor provide you with ING products or services. You also can refuse to give, or withdraw, your consent in relation to any particular use of your personal information at any time. However, again, if you refuse to give your consent or withdraw your consent for particular uses we will not be able to provide you with products or services.

## 5. Disclosure of your personal information to other parties

It may be necessary for ING to disclose your personal information to certain third parties in order to assist us in providing, managing and administering your products or services or for other related purposes. These include:

Other financial institutions, such as banks, aggregators, mortgage managers, credit unions, building societies and payment services such as VISA, Apple Pay and Android Pay in order to set up and manage your account and manage banking transactions and, at their request, to provide an opinion or information about your credit worthiness, credit standing, credit history or credit capacity if you seek credit from them.

### 5.1. Other organisations

Other entities in the ING Group of companies and third parties, such as:

- other ING Group entities in order to service other products you may have within the Group and portfolio analysis;
- other ING Group entities located overseas for account administration, regulatory and security purposes;
- any person acting on your behalf including your solicitor or accountant;
- your referee(s);
- your aggregators, mortgage managers;
- any person who introduces you to us, including mortgage intermediaries and agents;
- organisations undertaking reviews of the integrity of our operations, including the accuracy and completeness of our information;
- any third party product and service supplier that we have an arrangement with;
- our solicitors, valuers and insurers (for loan products);
- credit reporting or information verification agencies (or their affiliated entities) or other third parties in order to obtain and provide details about your credit history, accreditation and qualification status, to verify other information about you including your identity, to carry out your request to correct your information or to resolve your complaint about the handling, use or disclosure of your information;
- organisations involved in securitisation arrangements;

- organisations who perform services or functions on our behalf (including those that help us to conduct screening and checks, which help us comply with our regulatory obligations and manage our regulatory risks);
- organisations undertaking compliance reviews of financial advisers or mortgage intermediaries; and
- organisations providing any of trustee, administration, custodial, insurance, aggregator, mortgage manager, broker and share trading and financial planning advice services in relation to superannuation.

## 5.2. Other disclosures

Personal information will only be disclosed to third parties other than those listed above:

- if you have expressly consented to your personal information being supplied to others;
- if you would reasonably expect us to disclose information of that kind to those third parties; or
- if we are authorised or required to do so by law or if it is necessary to assist with law enforcement. For example, a regulator (such as the Australian Prudential Regulatory Authority, Australian Taxation Office, Australian Securities & Investments Commission, Office of the Australian Information Commissioner etc.), a Court, tribunal, regulatory and judicial body or the police can compel us to disclose personal information to them.

You have the right to request access to the credit-related information that we hold about you and make a request for us to correct that credit-related information if needed. Please see the heading [How to access and correct your personal information](#), below.

Sometimes your credit information will be used by credit reporting bodies for the purposes of 'pre-screening' credit offers on the request of other credit providers. You can contact the credit reporting body at any time to request that your credit information is not used in this way.

You may contact the credit reporting body to advise them that you believe that you may have been a victim of fraud. For a period of 21 days after the credit reporting body receives your notification the credit reporting body must not use or disclose that credit information.

## 5.3. Outsourcing

We may disclose personal information when we outsource certain services or functions, including mailing services, document storage services, direct marketing, data and identity verification services, information technology support and printing our standard documents and correspondence. Organisations performing services on our behalf are required to comply with our confidentiality and privacy requirements.

## 5.4. Securitisation

Securitisation involves the bundling of assets of a similar nature (such as loans) and selling those bundled assets to an entity established for this purpose. We may disclose personal information to any person or entity related to the transaction, such as the purchaser of the bundled assets, rating agencies, trustees, investors, advisors and the Reserve Bank of Australia (for reporting purposes).

## 5.5. Sending information overseas

We may have to send personal information overseas, for example, if required to complete a transaction or where we outsource a function to an overseas contractor. Your personal information may be disclosed to staff in ING Group entities in countries where those entities are located including in Slovakia, the Philippines, Poland, Singapore and the Netherlands, if that disclosure is reasonably necessary to administer our relationship with you; if those entities provide services to, or functions for, ING; for transactional reasons; or to comply with Australian and global regulatory requirements applying to us or the ING Group (including to comply with requests for information received by overseas regulators).

ING Group entities are required to comply with the ING Global Data Protection Policies, which represents the ING Group's commitment to protect your personal information and honour our privacy obligations regardless of where your personal information is collected, processed or stored within the ING Group of companies.

We will take reasonable steps to ensure that other third parties located overseas do not breach the APPs in relation to your personal information.

## 6. Marketing

We may use your personal information to offer you products and services that we believe may interest you, but we won't if you tell us not to. We do not sell or rent your personal information to any unrelated third parties for their marketing purposes without your explicit consent.

However, we may supply your personal information to direct marketing agencies, other ING Group entities, selected affiliated service providers, or any of the service providers in relation to the superannuation fund to which ING is the promoter (including the trustee) for the sole purpose of those companies contacting you about ING or ING (or ING affiliated) products and services that may be of interest to you.

If you don't want to receive marketing offers from us about our products and services or those of another ING Group entity or third party service providers with whom we have a relationship, please let us know by contacting us by any of the means indicated on our website.

We will act promptly on your request and will also ensure that each electronic marketing message sent (e.g. by email) includes a method that enables you to tell us you do not want to receive future electronic marketing material.

## 7. How to access and correct your personal information

### 7.1. Access

You may request access to limited amounts of personal information that we hold about you – such as your address – by calling us on 133 464.

For a more detailed request for access to information that we hold about you, you will need to write to the ING Privacy Officer at GPO Box 4094, Sydney NSW 2001. We may request that you specify the information you wish to access, to help us quickly identify and retrieve that information for you.

Please note that requests for access to your personal information may only be made by you or by another person who you have authorised to make a request on your behalf, such as a legal guardian or authorised agent. We will require you to verify your identity, or the identity and authority of your representative, to our reasonable satisfaction.

An access charge may apply, but not to your request for access itself. In particular, we may impose a reasonable charge for providing access to this information to recover any expenses incurred in retrieving and collating the requested information. Where an access charge applies, unless you authorise us to debit your account with us, access won't be provided until we receive payment.

We will respond to your access request as soon as possible and tell you how long it will take to provide the information. This may be up to 28 days in some circumstances.

We may exercise our right to deny access to particular information in certain situations, for example where access may reveal our commercially sensitive decision processes (e.g. criteria for loan approvals), where the information relates to existing or anticipated legal proceedings, or where it will threaten the privacy of other individuals.

If we deny you access to your personal information, we will write to you to:

- explain the reason your access request has been denied unless it would be unreasonable for us to do so in the circumstances; and
- the avenues available to you to complain about our refusal.

If we refuse to give you access, if appropriate, we will attempt to find alternative means to enable you to access the information, for example, through a mutually agreed intermediary.

### 7.2. Correction

We take reasonable steps to ensure that your personal information is accurate, up-to-date, complete, relevant and not misleading. For instance, we may ask you to confirm some of your details when you speak to our Contact Centre staff. However, please contact us if you learn that any your personal information that we hold is incorrect, has changed or requires updating. You can update some of your personal information using online banking.

It may take 28 days or more to consider your correction request in unusual circumstances (e.g. where we are required to consult with other credit reporting bodies and/or credit providers in relation to the information).

We will promptly update your personal information if it is inaccurate, out-of-date, incomplete, irrelevant or misleading. If we correct the personal information the subject of your correction request and we have previously disclosed that information to a third party, we will notify that third party of the corrected information (if we're required to by law).

If we disagree with your request to correct your personal information we will write to you to:

- explain the reason your correction request has been denied unless it would be unreasonable for us to do so; and
- the avenues available to you to complain about our refusal.

If we disagree with your request to correct your personal information, you also have the right to ask us to attach a statement that in your opinion the information is in your opinion inaccurate, out-of-date, incomplete, irrelevant or misleading.

## 8. Storage and protection of your personal information

We store personal information in a combination of secure computer storage facilities and paper based files and other records.

We are committed to protecting your personal information from misuse, loss and interference. We also protect it from unauthorised access, modification and disclosure.

We limit access to those staff and service providers properly authorised to have access.

We have in place a range of security measures designed to prevent unauthorised access or disclosure of your personal information, including physical security (such as locks and security systems over our electronic and paper stores and premises) and up-to-date computer and network security systems.

## 9. We de-identify or destroy your information when we no longer need it

If we no longer require your personal information for a purpose, then we will take reasonable steps to securely destroy it or permanently remove all identifying features from that information. This obligation is subject to any legal requirements to keep personal information for a certain period of time – in most cases, personal information records are kept for a period of 7 years after their creation or 7 years after an account is closed.

## 10. Changes to this Policy

We may make changes to our privacy and information handling processes from time to time. To the extent necessary, we will update this policy to reflect those changes and publish it on our websites.

## 11. How to contact ING about privacy

If you wish to obtain further copies of this policy please contact us or download the policy from [ing.com.au](http://ing.com.au).

If you have any further questions about privacy at ING please contact us by:

- calling 133 464
- emailing [customer.service@ing.com.au](mailto:customer.service@ing.com.au)
- writing to:  
ING Privacy Officer  
GPO Box 4094  
Sydney NSW 2001

### 11.1. Making a privacy complaint

ING is committed to resolving your privacy complaint as quickly as possible and has procedures in place to help resolve any problems or complaints efficiently.

If you have a complaint or a concern about privacy at ING, including if you consider that we have breached the Privacy Act, the Credit Reporting Privacy Code or other applicable Privacy Code that applies to us, please contact the Privacy Officer by one of the means set out above. We will acknowledge your complaint within 7 days and aim to resolve the complaint as quickly as possible. We will provide you with a decision on your complaint within 28 days.

If you are not satisfied with how your complaint or concern about privacy is resolved, you can refer your complaint to the Australian Financial Complaints Authority (the **AFCA scheme**).

The AFCA scheme can be contacted on the following details:

visit [www.afca.org.au](http://www.afca.org.au)  
email [info@afca.org.au](mailto:info@afca.org.au)  
call 1800 931 678  
write to:  
Australian Financial Complaints Authority  
GPO Box 3  
Melbourne VIC 3001

If you are not satisfied with how your complaint or concern is resolved by the AFCA scheme, you can then refer your complaint to the Privacy Commissioner.

The Privacy Commissioner can be contacted on the following details:

visit [www.oaic.gov.au](http://www.oaic.gov.au)

email [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

call the Privacy Hotline: 1300 363 992

write to:

Office of the Australian Information Commissioner

GPO Box 5218

Sydney NSW 2001

Please go to the “Complaints and Disputes” section of our website for information on how we deal with your complaints that are not privacy related.

## **11.2. Handling your complaints**

We aim to:

- acknowledge receipt of your complaint within 7 days; and
- resolve your complaint within 28 days. In certain circumstances that may not be possible.

If we form the view that we can't resolve your complaint within 28 days, we will notify you of the reason for the delay and the expected timeframe to resolve your complaint.