

The N&A Fellowship

Privacy Note

Round One, 2026 | Version 1.0, August 2026

1. About this note

This note explains how Nacard & Associates (N&A) handles your personal information when you apply for the N&A Fellowship. It sits alongside N&A's main privacy policy at www.naacc.com.au/privacy-policy. Where this note and the main policy differ on the Fellowship, this note applies.

2. Who we are

The N&A Fellowship is run by Nacvans Pty Limited (ABN 39 169 122 212), trading as Nacard & Associates. If you have any privacy questions, email info@naacc.com.au.

3. What we collect

Through the application form, we collect:

- Your contact details (name, date of birth, email, phone and location);
- Your eligibility declaration and your sector of interest;
- Your goal statement and your nominated demonstrable outcome;
- Your CV, provided either as a link or emailed to us;
- Your referee's name and contact details;
- Anything you choose to tell us in the optional circumstances question;
- The consents you give on the form.

4. Sensitive information

The optional circumstances question may involve sensitive information, for example about your health, a disability, or a refugee or migrant background. You never have to answer it. If you choose to, you are consenting to N&A collecting that information and using it only to assess your application, as described in this note. We treat anything you share here with particular care.

5. Why we collect it

We use your information to assess and compare applications, run the selection process, contact you about your application and the Fellowship, and (only with your separate consent) promote the Fellowship. We do not use it for any unrelated purpose.

6. Your referee

We only ask for your referee's name and contact details at the application stage. We will not contact your referee unless you reach the final stage, and we will typically let you know before we do.

7. Who sees your information

Your application is seen by the selection panel: Matt Nacard and up to two independent panel members. Scores and decisions are recorded in a secure spreadsheet held within N&A's systems, so we have a basic record of the process.

8. Sharing your information

We do not sell your information. If you are selected as the Fellow, we share the details needed to arrange your placement with the not-for-profit partner organisation. We also use trusted service providers, such as Microsoft Forms, that process information on our behalf to run the application. We do not otherwise disclose your information unless the law requires it.

9. Marketing

We only use your name, photo or story in marketing if you give the separate, promotional consent on the form. You can withdraw that consent at any time by emailing info@naacc.com.au.

10. How long we keep it

We keep the successful Fellow's information for as long as needed to run the programme and maintain alumni records. For unsuccessful applicants, we keep applications for up to 18 months after the round closes, then securely delete or de-identify them.

11. Access and correction

You can ask to see the personal information we hold about you, or ask us to correct it, by emailing info@naacc.com.au. We will respond within a reasonable time.

12. Complaints

If you have a concern about how we have handled your information, please contact us first at info@naacc.com.au so we can try to put it right. You can also contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

13. More information

For our full approach to privacy, see N&A's privacy policy at www.naacc.com.au/privacy-policy.