



AUBEA Awards 2026

Privacy Notice

Last updated: April 2026

The Australasian Universities Building Education Association (AUBEA) is committed to handling personal information responsibly and in accordance with applicable privacy legislation, including the Australian Privacy Act 1988 (Cth) and the New Zealand Privacy Act 2020. This notice explains how AUBEA collects, uses, stores, and protects personal information submitted as part of the AUBEA Awards 2026.

1. What information we collect

When you submit a nomination through the AUBEA Awards 2026 portal, we collect the following personal information:

- Name, position, institution, email address, and phone number of the nominee or nominator
- Names and contact details of referees
- Names and institutional affiliations of team members (where applicable)
- Content of the nomination, including the nomination statement, curriculum vitae, referee letters, and any supporting materials uploaded

2. Why we collect it and how it is used

Personal information collected through the AUBEA Awards 2026 portal is used solely for the purposes of administering the awards process. This includes:

- Assessing nominations against published criteria
- Communicating with nominees, nominators, and referees regarding the status of submissions
- Announcing finalists and winners on the AUBEA website and social media
- Presenting awards at the AUBEA Annual Conference

Personal information will not be used for any purpose other than those listed above without your consent.

3. Who has access to your information

Access to personal information submitted through the awards portal is strictly limited to:

- The AUBEA Awards Convenor and Awards Subcommittee, for the purposes of administering the submission process
- Members of the independent Assessment Panel, for the purposes of evaluating nominations — panel members are bound by confidentiality obligations
- The AUBEA Management Committee, for the purposes of ratifying award recipients

Panel members are provided access to nomination materials through a secure shared folder controlled by the AUBEA Awards Convenor. Panel members are required to delete any local copies of nomination materials within 30 days of the awards ceremony. The Convenor will revoke access to the shared folder at the conclusion of the retention period.

Panel composition is confidential and will not be disclosed to nominees or nominators.

Personal information will not be sold, licensed, or disclosed to any third party, except as required by law or as described in Section 4 below.

4. Third-party platforms

Nominations are submitted through Qualtrics, a third-party survey platform. AUBEA uses a Qualtrics instance hosted by Western Sydney University under their institutional licence. Data is stored in accordance with Western Sydney University's data governance framework and the Australian Privacy Act 1988. Western Sydney University hosts this platform as a courtesy to AUBEA and does not access or use nomination data for any purpose beyond platform administration.

AUBEA takes reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access, modification, or disclosure. Access to submission data is restricted to those with a legitimate need in the awards process, as described in Section 3.

5. Publicity and publication

If you are selected as a finalist or winner, AUBEA will publish your name, institution, and a summary of your nominated contribution on the AUBEA website and social media channels, and in any related publicity materials. By submitting a nomination and ticking the consent checkbox in the submission form, you consent to this publication.

Unsuccessful nominees will not be named publicly.

6. Data retention

Personal information submitted as part of the AUBEA Awards 2026 will be retained as follows:

- Unsuccessful nominations and associated files: retained for 12 months following the awards ceremony (17 November 2026), then securely deleted.
- Winning nominations: the nomination summary and nomination statement will be retained as part of the permanent AUBEA Awards record. CVs, referee letters, and supporting materials submitted as part of a winning nomination will be deleted 12 months after the awards ceremony.

7. Security

AUBEA takes reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access, modification, or disclosure. Access to submission data is restricted to those with a legitimate need in the awards process, as described in Section 3.

8. Your rights

You have the right to request access to the personal information AUBEA holds about you, and to request correction of any inaccuracies. To make such a request, or if you have any questions or concerns about how your personal information is handled, please contact the AUBEA Awards Convenor, Prof. Thayaparan Gajendran, email: thayaparan.gajendran@newcastle.edu.au.

9. Changes to this notice

AUBEA reserves the right to update this privacy notice at any time. Any changes will be published on the AUBEA website. This notice was last updated in April 2026.