



PRIVACY STATEMENT

Policy Youth Insearch is committed to a privacy statement that safeguards the privacy of client and complies with its obligations under the *Privacy Act 1998*.

Definition A privacy statement is a document that declares the intentions of the organisation in relation to client information and data, how personal information is stored, how clients can access this information and the purposes for which personal information is used and disclosed.

Procedure

The organisation's privacy statement should include sections on the following areas:

- Data collection
- Data storage
- Data use
- Data disclosure
- Access by an individual

Data collection

The organisation collects your personal information to ensure we provide you with the most appropriate assistance. The information is collected in a fair, legal and transparent way.

Data storage

Information collected by the organisation while you are accessing our services will be kept in a secure database.

Data use

The organisation will only use the personal information collected for the purposes for which it was collected, or other purposes that are agreed to between the organisation and the client. Additional purposes may be required to comply with legislation. If this is the case, the organisation will communicate to the client that this has occurred.

Data disclosure

organisation undertakes to disclose your data only under the following circumstances:

- where required by law
- with your consent
- where permitted by law

Access by an individual

The organisation provides you with access to your information. The organisation undertakes to ensure access is:

- convenient
- without reasonable delay
- without cost

For further information, contact Office of the Australian Information Commissioner (OAIC) via contact options on the OAIC website <https://www.oaic.gov.au/about-us/contact-us/>.

Related documents

Youth Insearch Media Consent Form
Youth Insearch Client Consent Form

Resources

Privacy Act 1998
<https://www.oaic.gov.au/privacy/the-privacy-act/>