



## PRIVACY STATEMENT

Youth Insearch Foundation is committed to a privacy statement that safeguards the privacy of client and complies with its obligations under the *Privacy Act 1998*. This privacy statement declares the intentions of Youth Insearch Foundation in relation to stakeholder information and data, how personal information is stored, how stakeholders can access this information and the purposes for which personal information is used and disclosed.

### Data collection

Youth Insearch Foundation collects personal information to ensure we provide stakeholders with the most appropriate assistance and relevant information. The information is collected in a fair, legal, and transparent way.

### Data storage

Information collected by Youth Insearch Foundation while you are accessing our services will be kept in a secure database.

### Data use

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

### Data disclosure

Youth Insearch Foundation will only disclose with your consent, or where permitted or required by law.

## Access by an individual

Youth Insearch Foundation provides you with access to your information and will to ensure access is convenient, without reasonable delay, and without cost.

## Related documents

- Youth Insearch Media Consent Form
- Youth Insearch Consent to Share Information Form

## Resources

Office of the Australian Information Commissioner (OAIC)

<https://www.oaic.gov.au/about-us/contact-us/>.

Privacy Act 1998

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