Privacy Policy

<table>
<thead>
<tr>
<th>Policy number</th>
<th>1/2016</th>
<th>Version</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafted by</td>
<td>Finnegan Lowe</td>
<td>Approved by Board on</td>
<td>27 May 2016</td>
</tr>
<tr>
<td>Responsible person</td>
<td>NYSF CEO</td>
<td>Scheduled review date</td>
<td>July 2018</td>
</tr>
</tbody>
</table>

Introduction

This Privacy Policy describes the personal information that may be collected by us, the choices you can make about your personal information, and how we protect your information.

Purpose

The purpose of this policy is to protect the privacy of individuals associated with the National Youth Science Forum.

Definitions

For the purposes of this policy:

"Personal Information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

"Our Programs" means programs administered by the NYSF and international programs associated with the NYSF.
Policy

What types of personal information does the NYSF collect?

The NYSF collects personal information necessary for the function of the organisation. We may hold personal information including:

- Health information;
- Financial information;
- Contact details;
- Educational history;
- Records and copies of any correspondence or representation, including via email, phone, mail and conversation;
- Any information provided to us in the course of an application; and,
- Photographic information from NYSF programs or events.

How does the NYSF collect your information?

The National Youth Science Forum may collect personal information from you when you engage with us in various ways. If you provide us with the personal information of a third party, you warrant to the NYSF that the third party has consented to us collecting and using their personal information in accordance with this policy. We collect personal information when a person:

- Fills out application forms, online forms or surveys;
- Calls us;
- Emails us;
- Meets with us in person or via interview;
- Purchases a product from our online store;
- Engages in any of our programs;
- Provides information about a third party, including teacher references; or
- From publicly available information, such as through news articles or social media.

Why do we collect personal information?

The National Youth Science Forum may collect, use and hold personal information for purposes directly related to our functions. By providing us with your personal information, you consent to the NYSF using, disclosing and holding your information for the following general purposes:

- To administer and facilitate educational programs;
- To administer the NYSF web store;
- To keep statistical data on people applying for and attending our programs each year;

National Youth Science Forum

nysf.edu.au

ABN/09-478-576-183
• To record alumni information to facilitate future contact;
• To keep records of employee and volunteer involvement in our programs;
• For marketing and promotion. You can opt-out of receiving marketing information from us at any time by contacting our Privacy Officer or using the opt-out mechanism provided; and,
• For the management of employees, volunteers and contractors, including prospective employees.

Disclosure of Information
We will use and disclose personal information we collect from you for the purpose we have collected it. We will only use or disclose personal information for other purposes if:

• You have provided consent to the other use;
• You were told on providing the information that the information is usually used or disclosed for the other purpose;
• You would reasonably expect the information to be used for another purpose;
• It is required our authorised by law; or,
• It is required in a legal proceeding or ADR process.

The NYSF Website
When you visit nysf.edu.au, some information may be logged for analytic purposes. Further details about the sorts of information gathered can be found at http://nysf.edu.au/index/privacy.

Information Storage
Information collected by the NYSF is stored securely on the NYSF IT systems or in hard copy at the NYSF office. Our IT systems are password protected and have limited authorisation where appropriate. Employees and volunteers are required to sign a confidentiality statement if they have any access to personal information.

Accessing your Information
At any time you may contact the NYSF office to request any information the NYSF holds about you. If the information held by the NYSF is incorrect, you may request to have the information amended. If you wish to have your information reviewed or amended please contact the NYSF Privacy Officer at nysf@nysf.edu.au.

Unsolicited Information
If the NYSF receives personal information unintentionally, we will treat the information with the same rigour as we treat personal information we intend to collect. If we could not have collected personal information through normal processes, we will de-identify that information as soon as possible.
Overseas Disclosure

The NYSF discloses personal information to overseas recipients where that information is necessary to facilitate a student attending an international partner program.

Some of our data is stored on cloud services that are based overseas. In these cases, we endeavor to ensure access to your information can only occur with authorization.

Complaints

If you have a complaint about the way we have handled your personal information, or you believe that we have used your personal information in a way that is inconsistent with this policy, please contact the NYSF Privacy Officer at nysf@nysf.edu.au. We ask that you put any dispute or complaint in writing. We will endeavor to respond to any complaint within a reasonable time.

Our Commitments

1. We will collect personal information from you by lawful and fair means and not in an unreasonably intrusive way.
2. We will only collect personal information from you necessary to provide the product or service or to carry out internal administrative functions. We may collect different personal information depending on the product or service that you have requested.
3. We will use and disclose personal information for our primary function or a directly related purpose; or for another purpose only with the person's consent.
4. We will take reasonable steps to protect personal information from misuse, interference and loss, as well as unauthorized access, modification or disclosure.
5. We will de-identify and destroy personal information when it is no longer required by the NYSF for the original purpose for which it was collected.
6. We will provide stakeholders access to their own information, and the right to seek its correction.

Authorisation

Rowley Tompsett
Secretary, NSSS
27 May 2016