

Privacy Policy

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| Policy Name | Privacy Policy |
| Policy Number | Interim Policy |
| Effective Date | 24 September 2018 |
| Date Last Reviewed | N/A |
| Scheduled Review Date | November 2018 |
| Responsible Person | CEO |
| Approved by NSSF Inc Board | N/A |

Policy

Purpose

1. The National Youth Science Forum (NYSF) is required to document its Privacy Policy because it collects and uses personal information and maintains records of that information in order to administer its programs and manage the organisation.
2. The NYSF is subject to the requirements of the Australian Privacy Principles and as such is required to clearly specify the manner in which it manages personal information.
3. This policy describes:
 - a. The kinds of personal information that the NYSF collects and holds;
 - b. How the NYSF collects and holds personal information;
 - c. The purposes for which the NYSF collects, holds, uses and discloses personal information;
 - d. How an individual may access personal information about the individual that is held by the NYSF and seek the correction of such information;
 - e. How an individual may complain about a breach of the Australian Privacy Principles,
 - f. How the NYSF will deal with such a complaint;
 - g. Whether the NYSF is likely to disclose personal information to overseas recipients;
 - h. If the NYSF is likely to disclose personal information to overseas recipients—the countries in which such recipients are likely to be located if it is practicable to specify those countries in the policy.

Commitment to Privacy

4. The NYSF commits to collecting, holding, storing, using and disclosing personal information in a manner that is consistent with the Australian Privacy Principles and the Privacy Act 1988.
 - a. The NYSF will collect personal information by lawful and fair means and not in an unreasonably intrusive way.

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- b. The NYSF will only collect personal information necessary to provide the product or service or to carry out internal administrative functions. The NYSF may collect different personal information depending on the product or service requested.
- c. The NYSF 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.
- d. The NYSF will take reasonable steps to protect personal information from misuse, interference and loss, as well as unauthorized access, modification or disclosure.
- e. The NYSF 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.
- f. The NYSF will provide stakeholders access to their own information, and the right to seek its correction.

What types of personal information does the NYSF collect and hold?

- 5. The NYSF collects personal information necessary for the function of the organisation and its programs. The NYSF may hold personal information about employees or potential employees, volunteers and program participants including:
 - a. Names and addresses and contact details;
 - b. Health information;
 - c. Financial information;
 - d. Educational history;
 - e. Police Checks and Working with Children Checks
 - f. Records and copies of any correspondence or representation, including via email, phone, mail and conversation;
 - g. Any information provided to the NYSF in the course of an application; and,
 - h. Photographic information from NYSF programs or events.

Procedure

How does the NYSF collect personal information?

- 1. The National Youth Science Forum may collect personal information from individuals or organisations when they engage with the NYSF in various ways. If an individual or organisation provides the NYSF with the personal information of a third party, they warrant to the NYSF that the third party has consented to the NYSF collecting and using their personal information in accordance with this policy. The NYSF collects personal information when a person:
 - a. Fills out application forms, online forms or surveys;
 - b. Calls the NYSF;
 - c. Emails the NYSF;
 - d. Meets with employees of the NYSF in person or via interview;
 - e. Purchases a product from the NYSF online store;
 - f. Engages in any of NYSF programs as a participant or volunteer
 - g. Provides information about a third party, including teacher references
 - h. Volunteers with the NYSF
 - i. Applies for a job, becomes employed by the NYSF; or undertakes work with the NYSF, or

- j. From publicly available information, such as through news articles or social media

Why does the NYSF collect personal information?

2. The National Youth Science Forum may collect, use and hold personal information for purposes directly related to our functions. By providing The NYSF with personal information, individuals or organisations consent to the NYSF using, disclosing and holding their information for the following general purposes:
 - a. To administer and facilitate educational programs;
 - b. To administer the NYSF web store;
 - c. To keep statistical data on people applying for and attending NYSF programs each year;
 - d. To record alumni information to facilitate future contact;
 - e. To keep records of employee and volunteer involvement in our programs;
 - f. For marketing and promotion. Individuals and organisations can opt-out of receiving marketing information from the NYSF at any time by contacting our Privacy Officer or using the opt-out mechanism provided; and
 - g. For the management of employees, volunteers and contractors, including prospective employees.

Information Storage

3. 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 as appropriate. Employees and volunteers are required to sign a confidentiality statement if they have any access to personal information.

Disclosure of information

4. The NYSF will use and disclose personal information collected from individuals and organisations for the purpose it is collected for. The NYSF will only use or disclose personal information for other purposes if:
 - a. Individuals have provided consent to the other use,
 - b. Individuals were told on providing the information that the information is usually used or disclosed for the other purpose;
 - c. Individuals would reasonably expect the information to be used for another purpose;
 - d. It is required or authorised by law; or,
 - e. It is required in a legal proceeding by a court or tribunal; or
 - f. A permitted health situation exists

How an individual may access personal information that is held by the NYSF

5. At any time, an individual may contact the NYSF office to request any information the NYSF holds about them. If the information held by the NYSF is incorrect, an individual may request to have the information amended. To review or amend information, individuals should contact the NYSF Privacy Officer at nysf@nysf.edu.au to seek correction of such information.

Complaints

6. If individuals have a complaint about the way The NYSF have handled their personal information, or believe that the NYSF have used their personal information in a way that is inconsistent with this policy,

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they should contact the NYSF Privacy Officer at nysf@nysf.edu.au. Disputes or complaints must be put in writing. The NYSF will endeavor to respond to any complaint within a reasonable time.

Overseas disclosure

7. The NYSF discloses personal information to overseas recipients where that information is necessary to facilitate a student attending an international partner program or where an international student may be attending a NYSF in Australia'. Overseas recipients are from various countries and are sourced from exchange programs. Countries include Singapore, New Zealand and Germany but may include other countries.
8. Storage of some of NYSF's data is stored on cloud services that are based overseas. In these cases, The NYSF endeavor to ensure access to personal information can only occur with authorisation.

Volunteers

9. Personal information relating to a volunteer must be handled this information in accordance with the Australian Privacy Principles. This means that the NYSF should obtain the consent of the volunteers to collect and record the information, and inform them of to the NYSF's privacy policy.