

Privacy Policy and Procedures

Policy Name	Privacy Policy and Procedures
Effective Date	1 April 2019
Date Last Reviewed	November 2025
Scheduled Review Date	November 2027
Responsible Person	CEO

Summary of Key Points

The Privacy Policy and Procedures serve to govern the National Youth Science Forum's (NYSF) collection, handling, and protection of personal information, ensuring compliance with the Australian Privacy Principles and the Privacy Act 1988. This summary outlines the fundamental principles and key aspects of the policy:

Policy Purpose and Principles:

- **Secure and Lawful Data Handling:** NYSF is dedicated to treating personal information securely, transparently and lawfully.
- **Minimal Data Collection:** NYSF will only collect the minimum amount of personal information necessary for specific purposes.
- **Consent-Driven Use:** Personal information will only be used or disclosed for legitimate purposes directly related to NYSF's functions or with individual consent.
- **Data Security:** NYSF is committed to protecting personal information from unauthorised access, loss, misuse, or disclosure.
- **Data Retention and Disposal:** Personal information will only be retained as long as needed for its original purpose, or required by law, and it will be de-identified or securely destroyed when no longer necessary.
- **Access and Correction:** Individuals (or their parents/guardians) have the right to access their personal information and request corrections when necessary.
- **Privacy Complaints:** NYSF will respond to privacy-related complaints promptly and effectively.

Collection of Personal Information:

- NYSF may collect a range of personal information essential for its operations, including names, contact details, health and medical information, financial details, and records of correspondence.
- NYSF may collect personal information through various means, including forms, emails, interviews, and public sources.

- Personal information is used for program administration, health and safety management, event management, alumni engagement, and related activities.

Information Storage:

- Personal information is securely stored, both digitally and in hard copy, with restricted access and confidentiality agreements in place. Data is de-identified or destroyed when no longer needed.
- In the event of a data breach, NYSF commits to notifying affected individuals and authorities in accordance with data protection regulations.

Access to Information:

- Personal information is only used for its intended purpose, with exceptions outlined in the policy, such as consent, legal requirements, or health situations.
- Individuals can request access to their personal information and seek corrections by contacting the NYSF Privacy Officer.

Privacy Complaints

- Individuals with privacy-related complaints can submit them in writing to the NYSF Privacy Officer, by emailing nysf@nysf.edu.au, and NYSF will respond promptly.

Policy

Purpose

1. The NYSF collects, uses, and maintains personal information to administer its programs and manage the organisation.
2. The NYSF is committed to complying with the Australian Privacy Principles and the Privacy Act 1988.
3. This policy outlines:
 - a. The types of personal information collected and held by NYSF.
 - b. How the NYSF collects and stores personal information.
 - c. The purposes for which personal information is collected, held, used and disclosed.
 - d. The process for individuals to access and correct their personal information.
 - e. The process for lodging and responding to complaints regarding privacy concerns.
 - f. Whether the NYSF is likely to disclose personal information to overseas recipients.

Commitment to Privacy

4. The NYSF is committed to handling personal information in accordance with the Australian Privacy Principles and the Privacy Act 1988.
5. The NYSF will:
 - a. Collect personal information by lawful and fair means and not in an unreasonably intrusive way.
 - b. Only collect personal information necessary for the intended purpose.
 - c. Use and disclose personal information only for purposes directly related to NYSF, or with the individual's consent or as required by law.
 - d. Take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

- e. De-identify and destroy personal information when it is no longer required for its original purpose.
- f. Provide individuals with access to their information, and the ability to update or correct it.

Types of Personal Information Collected and Held

- 6. The NYSF collects and holds personal information necessary for the function of the organisation and its programs.
- 7. The NYSF may collect and hold personal information about employees or potential employees, volunteers, program participants and their parent/guardians, and other stakeholders.
- 8. The types of personal information collected and held may include:
 - a. Names, addresses and contact details.
 - b. Health, medical, dietary, custody arrangements and care information.
 - c. Financial information.
 - d. Educational history.
 - e. Police Checks and Working with Children Checks.
 - f. Records of correspondence, including email, phone, mail and conversation.
 - g. Information provided to the NYSF during employment or program applications.
 - h. Media from NYSF programs or events.
 - i. Court orders relating to safety or legal rights of participant.
 - j. Photos and videos captured during the program.

Procedure

Collection of Personal Information

- 1. The NYSF may collect personal information through various means, including but not limited to:
 - a. Application forms, online forms or surveys.
 - b. Phone calls, emails, mail, or social media interactions.
 - c. In-person or online meetings or interviews.
 - d. Online store purchases.
 - e. Participation in NYSF programs.
 - f. Submission of information about third parties, including teacher references.
 - g. Volunteering with the NYSF.
 - h. Employment applications or engagement.
 - i. Publicly available information, such as through news articles or social media.

Purpose of Collecting and Holding Information

- 2. The NYSF collects, uses and holds personal information for the following purposes:
 - a. Administering and facilitating NYSF programs and events.
 - b. Managing the NYSF online store.

- c. Maintaining statistics on program and event applicants and attendees.
- d. Managing alumni information for future contact.
- e. Recording employee and volunteer involvement.
- f. For marketing and promotion of NYSF, with opt-out mechanisms.
- g. Managing employees, volunteers and contractors, including prospective employees.
- h. Ensuring the safety and wellbeing of staff, participants and volunteers.

Information Storage

3. Personal information collected by the NYSF is stored securely on NYSF IT systems or in hard copy at the NYSF office. Access to IT systems is restricted and password-protected, and employees and volunteers sign confidentiality agreements prior to accessing personal information.
4. The NYSF subscribes to Dropbox services as a cloud-based solution to allow the NYSF team to store, sync and share files. A physical back up of data is maintained on a quarterly basis and stored in a physical hard drive secured in a locked file cabinet in the NYSF office.
5. The NYSF subscribes to Salesforce as a cloud-based CRM to collect and store data about NYSF participants, NYSF contacts and related documentation.
6. Other cloud-based services subscribed to by the NYSF for other operational purposes are accessible only to NYSF staff members using secure passwords, with Two-Factor or Multifactor authentication.
7. Personal information is de-identified or destroyed when it is no longer required for its original purpose.

Data Breach Notification

8. In the event of a data breach that poses a risk to the privacy and security of personal information, NYSF is committed to promptly notifying affected individuals and relevant authorities, in accordance with applicable data protection regulations. Notifications will include details of the breach, the type of data exposed, potential consequences, and steps taken to mitigate the breach.

Disclosure of Information

9. Personal information is only used and disclosed for the intended purpose, with exceptions for:
 - a. Where the individual has consented to alternate use.
 - b. Information provided with the understanding that it would be used for another purpose.
 - c. Reasonable expectations of other uses.
 - d. Legal requirements or court order.
 - e. Permitted health situations.

How an Individual May Access Personal Information Held by the NYSF

10. Individuals can request access or seek correction to their personal information at any time by contacting the NYSF Privacy Officer at nysf@nysf.edu.au.

Complaints

11. Individuals with privacy-related complaints should contact the NYSF Privacy Officer at nysf@nysf.edu.au in writing. The NYSF will respond to any complaint within a reasonable time.