

Youth Activating Youth Inc.

Privacy Policy

We respect your privacy

We are aware that you place great importance on how we collect, use, and protect your information. We respect your and value your privacy. We are committed to meeting our obligations under the Australian Privacy Principles in the *Privacy Act 1988 (Cth)* and other relevant applicable laws.

Open and Transparent management

We will collect your personal information from you when you interact with us, that is, when you make purchases, use our website, engage our services, and call us.

Your personal information will be stored on our premises in hardcopy or softcopy on our electronic systems. We will secure our electronic systems with encryptions, firewalls, passwords, and anti-virus applications. Our staff will be adequately trained in personal information handling and security.

Your personal information may be used for our business or promotional use, or as required by law. Otherwise, we assure you that your personal information will be destroyed.

We guarantee that your personal information will not be disclosed or shared with a third party or overseas recipient other than an authorized agent of Youth Activating Youth Inc.

You may access, correct, update, or delete your information by doing so on our website or by contacting us by phone.

The privacy policy of Youth Activating Youth Inc. is conveniently located on the web site of Youth Activating Youth Inc and is available for download as a PDF document free of charge. The privacy policy may be amended from time to time and any modifications become effective as soon as they are posted on our website. By using our website, you agree to be bound by our privacy policy, as amended.

If you wish to make a complaint about a privacy policy breach, please contact and outline your complaint with our Privacy officer. You may e-mail or phone them. Our privacy officer will respond to your complaint within a reasonable timeframe, and attempt to resolve your complaint in sensitive manner. If there is a delay in responding to your complaint, we will contact you and inform you on the reason for the delay.

If we are unable to resolve the complaint, you have the right to lodge a complaint with the Office of the Australian Information Commissioner (<http://www.oaic.gov.au/>), or the Australian Communication and Media Authority (<http://www.acma.gov.au/>).

Anonymity and Pseudonymity

We will respect your right to remain anonymous or use a pseudonym when providing personal information, unless you are required to be identified for financial reasons or by law.

Collection of solicited personal information

We will only collect personal information from you in a lawful and by fair means according to this privacy policy.

We will only collect personal information that is reasonably necessary for the proper business functions or activities associated with Youth Activating Youth Inc.

We will not collect sensitive information from you such as health, race, sexual orientation, criminal, political, religious, philosophical, and genetic information without your consent or as required by law.

Dealing with solicited personal information

If we receive personal information that we did not solicit from you, we will destroy the information, unless it is personal information that we could have collected from you if we solicited the information from you under Australian privacy law.

Notification of the collection of personal information

We will notify you of the company and business name, and contact details of the company and business, at the time we collect your personal information.

If we collect your personal information via a third party, we will notify you of its collection, purpose, consequences of non-collection, restriction of use, ability to access, and right to make a complaint.

Use or disclosure of personal information

We will only collect your personal or sensitive information with your consent for business or promotional purposes associated with the products or services provided by

Youth Activating Youth Inc.

We will not disclose your personal or sensitive information for any other purpose without your consent, unless required to do so by law.

Direct marketing

We will collect your personal information partly for business purposes and partly for direct marketing, but we will notify you before collecting your personal information that you have the option not to provide your personal information for use in direct marketing.

Cross Border disclosure of personal information

Your information will not be disclosed to a third party or overseas recipient other than an authorised agent of Youth Activating Youth Inc.

We will ensure that any authorized agent of Youth Activating Youth Inc. complies with the Australian Privacy Principles.

Adoption, use, and disclosure

We will not adopt, use or disclose a government related identifier associated with you, unless it is reasonably necessary for business purposes, or we are required to do so by law.

Quality of personal information

We will take reasonable steps to ensure that your personal information that we collect and use or disclose is accurate, current, complete, and relevant.

Security of personal information

We will secure your personal information from misuse, interference, loss, unauthorized access, modification, or disclosure by storing it electronically and accessible only with a private username and password.

Access to personal information

We will permit you access to your information, unless the access is: unreasonable; seriously dangerous to your life, safety or health; or otherwise unlawful.

This document was authorised by Youth Activating Youth Inc. on 23rd October 2018.