



ROTARY DISTRICT 9800 YOUTH EXCHANGE PROGRAM COMMITTEE

PRIVACY STATEMENT

The District 9800 Youth Exchange Program (YEP) Committee understands how important the privacy of your information is to you. The YEP Committee is committed to ensuring the confidentiality of your personal information during the time that we have a relationship with you.

This Privacy Statement tells you how the YEP Committee collects, manages and protects personal information.

Collection

The YEP Committee collects most personal information directly from you. For example, we may collect personal information when you fill in an application form, talk to us over the phone, send us a letter or email, or when you have contact with us in person.

The personal information we collect includes your name, contact details (eg telephone number, email, postal and residential address), date of birth and your school. We will also collect and hold sensitive information such as health details.

There will be occasions when we need to collect personal information about you from a third party. For example, we may collect personal information from a school you attend, from your doctor and your dentist.

Use and Disclosure

The YEP Committee collects and uses your personal information for the primary purpose of:

- processing an application for you;
- assessing an application by you;
- organising the exchange that you have applied.

We may use or disclose your personal information for purposes related to the main purpose for which we collect it, such as:

- administering, monitoring, evaluating and managing the i98exchange;
- internal accounting and administration;
- providing you with information about Rotary and the YEP Committee;
- complying with the regulatory requirements;
- managing our relationship with you;
- protecting you and the YEP Committee from error or fraud.

We may also disclose your personal information to other people when we contact overseas Rotary colleagues who conduct specific activities for the District 9800 YEP Committee to organise the exchange. However, the information remains the property of the YEP Committee and the external informants will be subject to strict confidential and non-disclosure obligations.

Furthermore, we may disclose your personal information if, for example:

- you have given us your express or implied consent to disclose the information;
- the disclosure is required by law;
- the disclosure is permitted or authorised by law (such as, under the Privacy Act 1988);

- we need to protect the interests of the YEP Committee (such as in legal proceedings to which we are a party);
- the disclosure is required in the public interest (such as, where a crime or fraud has been committed).

We will not disclose your contact details to third parties, except those acting as agents for the YEP Committee.

Security

The YEP Committee will take reasonable precautions and security measures to keep your personal information secure and protect it from loss, misuse and from unauthorised access, modification and disclosure.

Updating your personal information

If the YEP Committee has accurate personal information about you, it enables us to provide you and your family with the best possible service. We will take reasonable steps to ensure that your personal information is accurate and up-to-date whenever we collect or use it. Should you find that current personal information we hold about you is inaccurate or out-of-date, please contact the Secretary of the YEP Committee immediately and we will correct it.

Access to personal information

You can ask the YEP Committee to provide you with access to the personal information we hold about you. If we are able to, we will provide you with access. A fee may apply to such access.

In some cases, we are entitled under the National Privacy Principles to refuse to give you access to your personal information. This includes circumstances where giving you access would prejudice negotiations we are having with you, prejudice investigations of unlawful activity or prejudice activities carried out by or for a law enforcement agency. If we deny your request for access, we will let you know why.

We may change this Privacy Statement from time to time, but will remain bound by any legislative requirements. We may notify you about changes to this Privacy Statement by issuing an updated version.

Further information and complaints

You are entitled to ask the YEP Committee to explain the way we manage your personal information. If you wish to discuss this Privacy Statement, or you have a complaint, or you would like access to your personal information, please contact:

The Chairman
Rotary District 9800
Youth Exchange Program Committee

PO Box 115 Darling South Victoria 3145

Prepared 28th January 2003