

**PRIVACY POLICY
ROTARY DISTRICT 9630
IMPORTANT PRIVACY NOTICE AND CONSENT**

Our Privacy Policy

Rotary International District 9630 Youth Exchange Committee is covered by the Federal Privacy Act and its National Privacy Principles (NPPs), which sets out standards for the collection, use, disclosure and handling of personal information. Personal information is essentially information or an opinion about a living individual whose identity is apparent or can reasonably be ascertained from the information or opinion (e.g. a name and address). Our Privacy Policy applies to any personal information we collect, use or disclose after 1 December 2002.

How and why we collect personal information

We collect personal information either directly from the relevant individuals or indirectly from third parties. For example, Insurance Companies, Medical/Dental practitioners, Schools and publicly available sources etc. We collect personal information to be able to provide our various services, which includes the selection and placement of students participating in the Rotary Youth Exchange Program. We also use it to help to develop the program in relation to the promotion and administration of our services.

How we use and disclose personal information

We do not use or disclose personal information for any purpose that is unrelated to our services and that you would not reasonably expect in relation to our services, unless we have your expressed consent. We have a duty to maintain the confidentiality of our clients' affairs, including personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or compelled by law. We usually disclose personal information to third parties who assist us or are involved in the provision of our services, for example, in arranging the needs and welfare of students, whilst involved in the Youth Exchange Program in Australia and Overseas.

We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use or disclose it. If the required personal information is not provided, we, or any involved third parties may not be able to provide appropriate services.

What we expect of you and third parties we deal with

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it (as described in this document). If it is sensitive information, we rely on you to have obtained their consent to the above.

If you have not done either of these things, you must tell us before you provide the relevant information.

If we give you personal information, you and your representatives must only use it for the purposes we agreed to. Where relevant, you must meet the requirements of the National Privacy Principles set out in the Privacy Act 1988, when collecting, using, disclosing and handling personal information on our behalf. You must also ensure that your agents, employees and contractors meet the above requirements.

Security of your personal information

We endeavour to protect any personal information that we hold from misuse and loss, and to protect it from unauthorised access, modification and disclosure.

How to contact us

If you wish to gain access to your personal information, or you want us to correct or update it, or you have a complaint about a breach of your privacy, or any other query relating to our Privacy Policy, contact our Privacy Officer during business hours on:

Telephone: (07) 3348-9545
Mail: 8 Brookwood Street, Murarrie 4172
Fax: (07) 3831-1918

We will respond to your query or complaint as soon as possible and will try to resolve any complaint within two working days. If this is not possible, we will contact you within that time to let you know how long we estimate that it will take to resolve your complaint. Any unresolved complaints should be referred to the Privacy Commissioner.

IMPORTANT PRIVACY NOTICE AND CONSENT

This statement tells you how Rotary District 9630 Youth Exchange Program ABN 81 501 491 606 collects, uses and discloses personal information.

"Personal Information" is information about, and which identifies, individuals, including, for example, an individual who is an exchange student or applicant, or insured under the youth exchange insurance cover, or an individual who may simply be referred to in the application for exchange, insurance cover or claim form (such as a director, claimant, witness etc). It is important you read, understand and agree to the following, which applies from 1 December 2002.

What we do

We collect personal information from you to be able to provide you with our various services.

These include: – selection, placement, counselling and travel insurance services for participants in Rotary Youth Exchange.

Other purposes include helping to develop, identify and promote programs and services that may interest future applicants. This may include but is not limited to publishing your name, photograph and Boomer Magazine articles on a Rotary website. For more information on our services please contact us.

If we don't get the personal information we need, we, or any third parties we disclose the information to, may not be able to provide appropriate services.

We disclose personal information to third parties who we believe are necessary to assist us in providing our services. For example, in arranging and managing your insurance needs we will usually provide information to insurers, reinsurers, other insurance intermediaries, insurance reference bureaus, our advisers such as loss adjusters, lawyers and accountants, and others involved in the claims handling process.

We limit the use and disclosure of any personal information provided by us to such third parties to the specific purpose for which we supplied it (except with the individual's consent).

We take reasonable steps to ensure that whenever we collect, use or disclose personal information, it is accurate, complete, and up-to-date.

What we expect of you

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it (as described in this document). If it is sensitive information we rely on you to have obtained their consent to the above.

If you have not done either of these things, you must tell us before you provide the relevant information.

If we give you personal information, you and your representatives must only use it for the purposes we agreed to.

Contacting us and opting out

If we send you any information about services or products, or you do not want us to disclose your personal information to any other organization (including related bodies corporate) you can opt out by calling us.

I consent to the use of information provided by me in accordance with the above policy

Signed: _____
YEP Student

Signed: _____
Parents and or Guardians

Parent/Guardian signature only necessary if YEP student is under 18 years of age.)

Date: _____

Date: _____