



WESTERN AUSTRALIA  
ROTARY INTERNATIONAL DISTRICT 9455  
**YOUTH EXCHANGE COMMITTEE INC.**

Incorporated 1991 Registered No. 1001802  
ABN 12 728 065 544

**PRIVACY POLICY**

**July 2018**

District 9455 Rotary Youth Exchange ("District 9455") is committed to protecting the privacy and confidentiality of the people whose personal information we collect. Our privacy policy adheres to the Australian Privacy Principles as required under the Privacy Act 1988.

*The Privacy Act 1988* requires entities bound by the Australian Privacy Principles to have a privacy policy. This privacy policy outlines the personal information handling practices of District 9455.

**Collection of your information**

At all times we try to only collect personal and sensitive information in order to provide information to those Rotarians and volunteers involved with the administration and provision of the Youth Exchange Program. These people have successfully completed a required screening process.

The only personal information collected is on the Rotary Youth Exchange Application form provided to applicants and other forms provided as part of your application.

**Use of your personal information**

We may:

1. Share the information with Rotary International, Host Rotary Clubs, Host Parents, Sponsor Rotary Clubs and other Rotary Districts in Australia and overseas as requested.
2. Disclose the information to third parties in the course of undertaking Rotary activities and programs, including, but not limited to:
  - TAFE International WA (T.I.W.A), WA Education Department and Host Schools
  - Rotary Youth Exchange Australia (RYEA) and students' insurers
  - Camp/Tour organisers who may require information with regard to medical information such as allergies, and water safety abilities
3. Use the information with your consent or as otherwise required by law.

Rotary Clubs participating in the Youth Exchange Program have been advised to only share the information contained on a student's application with those persons to whom it is absolutely necessary. At the conclusion of the student's exchange, District 9455 request that this information be deleted from the Club's records.



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In providing information to Rotary Clubs and organisations outside of Australia we take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles, however disclosure of personal information is permitted with an individual's consent, provided they have been expressly informed that if they consent, then Australian Privacy Policy 8 relating to cross border disclosure will not apply.

Care is taken on social media to protect the privacy of students. Students give permission to use their photographs for promotional purposes. Surnames are not used by District 9455.

Our District website may include students' contact information. This section of the site is password-protected and accessible only to those in appropriate roles.

Blind copy "Bcc" is used by District 9455 when sending out group emails to protect the privacy of individuals.

### **Disclosure of information**

We only disclose your personal and sensitive information for the purposes for which you gave it to us or for directly related purposes you would reasonably expect.

We will not disclose, sell or trade collected personal information to any organisation other than as set out above.

This information is archived and stored securely (electronic copies being password protected) with the present District 9455 Chair. The previous District 9455 Chair will also have access.

### **Rights and Choices**

Parents may access their information at any time.

If any of the information we hold is incorrect, inaccurate or out-of-date, parents are requested to contact us immediately by emailing [joannebowenrotary@gmail.com](mailto:joannebowenrotary@gmail.com) and we will amend the information so held.

Parents have the option of not providing certain information requested. However, you



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should note that this may prevent District 9455 Youth Exchange from providing the participant's information and therefore managing and carrying out its various programs and activities for that participant.

Any complaint relating to the disclosure of personal information should be forwarded to [joannebowenrotary@gmail.com](mailto:joannebowenrotary@gmail.com).



We the undersigned give permission for the information provided on the Rotary Youth Exchange application form, and any other forms signed by us in the course of organising our child's exchange with District 9455, to be shared with those individuals and organisations mentioned in the "Privacy Policy" or for directly related purposes you would reasonably expect.

We acknowledge that the information will be shared in order to ensure a safe and successful exchange experience for our child.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_