

## **YOUTH FOCUS PRIVACY POLICY - JULY 2007**

Please note that Youth Focus abides by the National Privacy Principles in the *Privacy Amendment (Private Sector) Act 2000* (Cth)

### **1. Collection of Personal Information**

1.1 Youth Focus only collects personal information if the information is necessary for one or more of its functions or activities.

1.2 Youth Focus only collects personal information by lawful and fair means and not in an unreasonably intrusive way.

1.3 When we collect your information we will let you know how to contact us and why we need the information plus who we may give your information to. We'll also let you know how to access this information if you need to.

1.4 In most cases we will only collect personal information about you from you.

1.5 If we collect personal information about you from someone else, we will do whatever we can to make sure you know about 1.3 above.

### **2. Use and disclosure**

2.1 We will not use or disclose your personal information for a purpose other than what you gave it to us for unless:

(a) both of the following apply:

(i) the information is passed on to someone who is assisting us with managing your health matter, and

(ii) you would reasonably expect us to pass on this information.

(b) you have told us that it's okay (by signing a consent form) or

(c) if the information is not sensitive information and the use of the information is for the purpose of direct marketing from us (Newsletters, Invites to Events etc):

(i) you have not made a request to us not to receive direct marketing communications; and

(ii) in each direct marketing communication with you, we will let you know how you can tell us that you don't want to receive any further direct marketing communications. or

(d) the information is health information and the use of it is necessary for research, or the compilation or analysis of statistics, relevant to public health or public safety; or

(e) we reasonably believe that the use or disclosure is necessary to lessen or prevent a serious and imminent threat to any individual's life, health or safety; (including your own) or a serious threat to public health or public safety; or

(f) if we are required by law to disclose any information (please remember that we are always entitled not to disclose personal information in the absence of a legal obligation to disclose it).

2.3 Despite subclause 2.1, we may disclose health information about you to a person who is *responsible* for you if you:

(a) (i) are physically or legally incapable of giving consent to the disclosure; or

(ii) physically cannot communicate consent to the disclosure; **and**

(b) the staff member who provides your service on Youth Focus' behalf is satisfied that the disclosure is necessary to provide appropriate care or treatment of you;

(c) the disclosure is not contrary to any wish:

(i) expressed by you before you became unable to give or communicate consent; and

(ii) of which that staff member is aware, or of which the staff member could reasonably be expected to be aware.

2.4 For the purposes of subclause 2.3, a person is **responsible** for you if the person is:

(a) your parent; or

(b) your child or sibling and at least 18 years old; or

(c) your spouse or de facto spouse; or

(d) your relative who is at least 18 years old and a member of your household; or

(e) your guardian; or

(f) exercising an enduring power of attorney granted by you that is exercisable in relation to decisions about your health; or

(g) a person nominated by you to be contacted in case of emergency.

2.5 In subclause 2.4:

**child** includes an adopted child, a step-child and a foster-child, of the individual.

**parent** includes a step-parent, adoptive parent and a foster-parent, of the individual.

**relative** means a grandparent, grandchild, uncle, aunt, nephew or niece, of the individual.

**sibling** includes a half-brother, half-sister, adoptive brother, adoptive sister, step-brother, step-sister, foster-brother and foster-sister, of the individual.

### **3. Data quality**

We will take all reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date. The information may be stored in an electronic format or in a hard copy format.

### **4. Data security**

4.1 We will take all reasonable steps to protect any personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.

4.2 We will take all reasonable steps to destroy or permanently de-identify personal information we no longer need.

### **5. Openness**

5.1 We will make this document, which outlines our Privacy Policy, available to anyone who asks for it.

### **6. Access and correction**

6.1 If we hold personal information about you, we will provide you with access to the information on your written request to our Privacy Officer except to the extent that:

(a) in the case of personal information other than health information—we believe providing access would pose a serious and imminent threat to the life or health of any individual; or

(b) in the case of health information— we believe providing access would pose a serious threat to the life or health of any individual; or

(c) we believe providing access would have an unreasonable impact upon the privacy of other individuals; or

(d) we believe the request for access is frivolous or vexatious; or

(e) providing access would be unlawful; or

(f) denying access is required by law.

6.2 We will not charge you for any access to your information.

6.3 If we hold personal information about you and you let us know that the information is not accurate, complete and up-to-date we will take reasonable steps to correct the information so that it is accurate, complete and up-to-date.

6.4 If we disagree about whether the information is accurate, complete and up-to-date and you ask us to note that you believe the information is not accurate complete and up-to-date, we will take reasonable steps to do so.

6.5 If we cannot give you access to your records or if we refuse to correct personal information we will tell you why.

## **7. Identifiers**

7.1 Youth Focus may attach an identifying number to you for internal purposes. This number will be entirely used for internal purposes and will not be linked to any other identifying number from another agency.

*IF YOU HAVE CONCERNS ABOUT ANYTHING IN THIS POLICY PLEASE CONTACT YOUTH FOCUS ON 9361 4222 AND ASK FOR THE PRIVACY OFFICER.*

### **For further information please contact:**

Privacy Commissioner  
GPO Box 5218  
Sydney NSW 2001

Privacy Hotline: 1300 363 992  
Telephone: (02) 9284 9800  
Fax: (02) 9284 9666

Youth Focus  
54 Goodwood Parade  
BURSWOOD WA 6100  
Telephone: 9361 4222  
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