

Youth Employment Innovation Challenge

Privacy Collection Statement and Consent Form

Batyr Australia Limited (ACN 51 152 952 737) (**batyr**) handles your personal information in accordance with privacy legislation, including the Privacy Act 1988 (Cth), the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW). This legislation protects your personal information and extends additional rights to you in addition to those outlined in this collection statement.

In addition, batyr's privacy policy contains further information about how you may access and seek correction of personal information that is held by batyr and how you can complain about a breach of the privacy legislation. Please refer to the heading "Further Information" below for instructions on accessing the policy.

WHAT KINDS OF PERSONAL INFORMATION DOES BATYR COLLECT FOR YEIC?

In order to provide employment services and assistance as a Youth Employment Innovation Challenge (**YEIC**) provider, batyr (in its capacity as a contractor to the NSW Department of Industry (**Dol**)) is required to collect sensitive information that is additional to personal information such as name and date of birth. This sensitive information may include details of:

- schooling and other educational experiences;
- cultural background, to ensure that you are provided with the most appropriate service or a translator if required;
- medical conditions, injuries or disabilities, for example to provide you with appropriate support services and/or to ensure your suitability for certain employment opportunities and activities;
- housing status and sustainability (this allows batyr to provide you with appropriate support services if required); and
- other information about your life, health, welfare, problems, goals, thoughts and feelings (which may include your personal story and the services that you've accessed to support your mental health, as well as your thoughts, comments and feelings relevant to evaluation of YEIC).

WHAT ARE THE CONSEQUENCES IF THIS INFORMATION IS NOT COLLECTED?

This information is collected to ensure that batyr can reasonably manage your personal information, provide appropriate services to you and manage relevant issues that may impact on your ability to participate in YEIC activities with batyr. For example, if you do not provide us with the requested personal information or sign the privacy collection statement & consent form during your initial intake, this may limit batyr's ability to provide YEIC services and therefore reduce the number of options available to you.

WHO DOES BATYR COLLECT INFORMATION FROM AND DISCLOSE INFORMATION TO?

batyr will generally collect your personal information directly from you, however your information may also be collected from or disclosed to:

- government agencies and departments that have referred you to YEIC or batyr;
- service providers and/or third parties including where work experience or voluntary work activities are undertaken;
- employers offering volunteer or work experience places; or
- support service providers such as mental health services, housing and accommodation services, alcohol and other drug treatment services.

Generally, batyr will not disclose your personal information to overseas recipients unless that country has similar privacy laws to those in Australia or you have expressly consented to the Australian requirements not applying to that disclosure.

HOW DOES BATYR STORE YOUR INFORMATION FOR YEIC?

In addition to the storage practices outlined in batyr's privacy policy, batyr emphasises that the personal information of YEIC participants is:

- (a) kept for no longer than is necessary for the purpose of YEIC;
- (b) disposed of securely; and
- (c) protected, by security safeguards that are reasonable in the circumstances, against loss, unauthorised access, use modification or disclosure and against all other misuse.

FURTHER INFORMATION

For further information on your rights with respect to privacy and the handling of your personal information, please refer to the following resources:

- (a) batyr's general privacy policy: <https://drive.google.com/file/d/0B25YspnHGHJeR1puNFoySXk0Sm8/view>
- (b) NSW Trade & Investment Privacy Management Plan "TI-G-155": <http://www.industry.nsw.gov.au/policies>

COMPLAINTS AND FURTHER ENQUIRIES

Any issues, concerns, complaints or queries regarding privacy and/or the handling of your personal information should be dealt with in accordance with batyr's privacy policy.

Alternatively, if you wish to:

- (a) query how your personal information is collected, held, used or disclosed by batyr or DoI;
- (b) ask questions about the Youth Employment Program Privacy Guidelines;
- (c) request access to, or seek correction of, personal information held by DoI; or
- (d) make a privacy complaint directly to DoI,

please contact DoI via one of the following channels:

Email: privacy@industry.nsw.gov.au

Telephone: 9934 0657 or 9934 0648

Post:

NSW Department of Industry

Governance & Information Requests Unit

PO Box K348

Haymarket, NSW 1240