



306 Hawthorn Road
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AZYC and Youth Movement Privacy Policy

1 Purpose

The Australasian Zionist Youth Council (AZYC) is the representative body of the Jewish Zionist youth movements of Australia and New Zealand (**Youth Movements**). There are 7 movements that fall under the guise of the AZYC: Bnei Akiva (Australia & Aotearoa New Zealand), Betar Australia, Habonim Dror (Australia & Aotearoa New Zealand), Hashomer Hatzair Australia, Hineni Youth & Welfare Australia, Netzer Australia and Tzofim Australia. The two umbrella movements, CaTZ and JAZY active in Canberra and Adelaide respectively are also represented by the AZYC.

The AZYC and its affiliated Youth Movements recognise the importance of your privacy and are committed to protecting your privacy when handling personal information. This Privacy Policy explains how the AZYC and the Youth Movements will collect, use, disclose, protect and otherwise handle your personal information in accordance with the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (**Privacy Act**). Whether or not the AZYC and the Youth Movements are bound by the APPs at a particular time, they aim at all times to deal with the personal information of individuals in a way that is consistent with the APPs.

This Policy describes the AZYC and Youth Movements' approach to dealing with personal information.

If you need to contact the AZYC or a Youth Movement, please contact the Executive Officer through the following avenues:

- Email: exec.officer@azyc.com.au
- Mail: 306 Hawthorn Road, Caulfield South, VIC, 3162
- Phone: 03 9272 5678

2 What is personal information

Personal information is information or an opinion about you from which you can be reasonably identified.

3 What are the AZYC's and the Youth Movements' main functions?

The AZYC acts as a roof body for the Jewish-Zionist youth movements in Australia and Aotearoa, New Zealand, such as the Youth Movements. The AZYC oversees the activity of all the movements from weekly programs to holiday camps. The Youth Movements act as an informal educational centre for Jewish children to strengthen their Jewish identity and their connection to their community. In order to function as an educational body it is imperative that the movements prioritise the welfare, safety and education of our participants.



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4 What kind of personal information do the AZYC and Youth Movements collect in order to fulfil these functions and why?

In undertaking their activities, the AZYC and the Youth Movements collect ‘personal information’. The primary purpose for the collection of personal information is to allow the AZYC and Youth Movements to create a safe and supportive environment for all their participants.

In order to do so, the AZYC and Youth Movements collect any personal information that can improve participants’ welfare. This may include, but is not limited to, a person’s name, contact details, date of birth, occupation, family background and financial records. This allows the AZYC and leaders of the Youth Movements (madrichim/ot) to contact their participants (chanichim/ot) and their participants’ guardians or authorised representatives while creating a safe environment for them to learn. The personal information that the AZYC and each Youth Movement holds will depend on the nature of the activity or service they provide.

The AZYC and Youth Movements may also collect information about any incident (such as bullying, injuries or disclosures) which occurs during the time the Youth Movement is responsible for the participants (for example while a participant is on camp). This information will be available to the participant, guardian or authorised representative on request and may be communicated through the Head of the specific movement or the Emissary. Information regarding incidents may be stored in an *Incident Report Centralised Database* to allow for future reference of leaders and strategy for the safety and wellbeing of participants.

4.1 Sensitive Information

The personal information collected by the AZYC and Youth Movements also includes sensitive information about the participants and the leaders. This may include but is not limited to information about health, mental wellbeing, disability, certifications, criminal convictions and personnel files. The AZYC and Youth Movements may collect sensitive information for example when:

- providing health services to persons (for example to a participant);
- providing other specific services (for example when allocating specific care); and
- assessing eligibility for participation (for example when selecting potential or existing leaders.)

The AZYC and Youth Movements will only use sensitive information:

- a. for the primary purpose for which it was obtained;
- b. for a secondary purpose that is directly related to the primary purpose;
- c. with your consent; or
- d. where required or authorised by law.



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5 How do the AZYC and Youth Movements collect your personal information?

If it is reasonable and practical to do so, the AZYC and Youth Movements will collect personal information directly from the persons concerned with their consent. This may be through application forms, over the telephone, the Internet, or in person.

The AZYC and Youth Movements may also need to collect personal information from other people or organisations. This information is collected with the person's consent, except for in circumstances allowed for by the law. Sometimes this may happen without your direct involvement. Some examples of the people or organisations from which the AZYC and Youth Movements may collect personal information from are:

- Publicly available sources of information (such as telephone directories);
- Person's representatives (such as a parent, guardian, legal adviser, doctor);
- Person's employers;
- Other government agencies; and
- Law enforcement agencies.

So that the AZYC and Youth Movements can better tailor information and services to individual needs, when it sends email messages it may use technology to identify persons, to know when an email is opened, or to know when links are used within an email.

If a person logs into the AZYC or Youth Movement intranet/extranet services, information may be collected from them to confirm their identity and their information.

6 How do the AZYC and Youth Movements hold your personal information?

The AZYC and Youth Movements will hold the information it collects on electronic systems, and where appropriate in paper format. This information may be held or received on cloud based systems. Where this occurs, the AZYC and Youth Movements will require the relevant service to be compliant with its privacy and security standards in protecting personal information.

The AZYC and Youth Movements seek to maintain the quality of its information holdings by taking reasonable administrative and technical steps to make sure that the information collected, used and disclosed is accurate, complete and up-to-date.

7 How is your personal information disclosed to others?

The AZYC and Youth Movements do not sell, rent or trade personal information to, or with third parties.

The AZYC and Youth Movements may disclose the personal information that it collects to third parties in limited circumstances. For the avoidance of doubt, this includes the



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sharing of personal information through the *Incident Report Centralised Database*. Where the AZYC and Youth Movements disclose your information to third parties, it will take all reasonable steps to ensure that such parties use this information for purposes authorised by the AZYC and Youth Movements and in accordance with the Privacy Act.

Sometimes these third parties include external organisations. Generally, these are organisations that help the AZYC conduct its programs and activities. These organisations may include:

- Organisations to which we are affiliated (for example the Australian Childhood Foundation);
- Cloud based services that host the AZYC data on its servers;
- Authorised representatives of the AZYC, including, but not limited to, the AZYC Executive Officer;
- Our accountants, auditors or lawyers; and
- A person's representatives (for example a parent, legal adviser or doctor).

The AZYC and Youth Movements strive to limit the information it provides to outside organisations to what they need to provide their services to us, or to provide services to AZYC and Youth Movement members. The AZYC and Youth Movements require any organisation that they work with to use the personal information provided only for the purposes of the specific service being provided to the AZYC and Youth Movements, and for no other purpose. The AZYC and Youth Movements may also need to provide personal information to others outside the AZYC where the AZYC or Youth Movements are required to by law or have a public duty to do so. For example, a Court or a regulator such as the police can compel the AZYC or Youth Movement to disclose personal information to them. In other instances, persons can expressly consent to their personal information being supplied to others for particular purposes.

8 Is the collection of personal information compulsory or optional (including referring to any legislation which authorises the collection, use or disclosure of the information, such as the *Local Government Act 2004*)?

The collection of information is compulsory for participants and leaders who wish to participate in the activities of the AZYC and the Youth Movements. This is in order to ensure the safety and wellbeing of all participants under the AZYC and the Youth Movements.

9 How is your personal information protected?

Paper documents are protected from unauthorised access or use through the various security systems that the AZYC and Youth Movements have over their physical



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premises. The AZYC and Youth Movements also aim to maintain up-to-date computer and network security systems with appropriate firewalls, access controls and passwords to protect electronic copies of personal information.

All AZYC and Youth Movement leaders and participants in all activities are bound by the AZYC Safeguarding Children and Young People Policy to not misuse personal information. Those who perform services on the AZYC's and/or Youth Movements' behalf are also bound by agreements that include privacy clauses.

10 Is your personal information kept when it is no longer required?

If the AZYC and/or a Youth Movement no longer requires an individual's personal information, it will generally take reasonable steps to destroy it in a secure manner or remove identifying features from such information. This is subject to any legal obligation (such as the Archives Act, 1983) that requires the AZYC and Youth Movements to keep information for a certain period of time.

11 Changes to the AZYC and Youth Movements' Privacy Policy

This Privacy Policy is subject to change at any time. If the AZYC and Youth Movements change this policy an updated version will be posted on the AZYC and each Youth Movement's website to notify you of this change.

Date and version reference of the policy.

Version	Created By	Approved By	Date	Revision Date
Version 1.0	Chairperson, AZYC	ABL	Jul 2017	Jan 2019
Version 2.0	Executive Officer, AZYC	ABL	Nov 2021	Nov 2023