



Privacy Policy

Our Commitment to Privacy

YFU Student Exchange is seriously concerned about and committed to protecting your privacy. This policy is framed in accordance with the principles and practices required under the Commonwealth of Australia Privacy Act 1988, as amended December 2001, and the Government of New Zealand Privacy Act 1999.

This policy applies to all information supplied to YFU Student Exchange by any means, including information submitted online through our websites.

The Information We Collect

YFU Student Exchange only collects information for lawful purposes related to the operation of our exchange programs and only that information that is reasonably necessary. These include:

- To provide you with information about our programs and services (including orientations, scholarships, volunteer opportunities or other YFU sponsored activities about which you requested more information.
- To determine if you are eligible for a program in which you have expressed interest.
- Process your application and provide relevant and required data to our partners for host family placement and school enrolment.
- To notify you about changes or additions in our programs, publications, or other activities.
- To ask you to tell us your views of our programs or services, for example, returned student surveys, YFU Student Exchange collects personal information directly from the individual concerned except for required references from people nominated by the individual to provide a reference.
- Any individual can request us to stop contacting them with information at any time by emailing to info@yfu.com.au or info@yfu.co.nz, and we will remove them from our mailing lists. Our electronic newsletters and notices contain an unsubscribe facility.

The Way We Use Information

YFU Australia Ltd and YFU New Zealand Inc. will not sell, lease, share, or give away any information we hold to any person other than the staff and local coordinators of YFU Student Exchange and our YFU network partners except where you have consented to the disclosure or have been notified of the likelihood of the disclosure; or YFU Student Exchange is required by legislation, court order or other legally enforceable instrument to so do and the request is in an appropriate written form or disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person or to protect and defend the rights or property of YFU Student Exchange.



Our Commitment to Data Security

None of the information collected by YFU Student Exchange electronically or by other means is available to the public. We have in place appropriate physical, electronic and management procedures to safeguard and secure all information collected by YFU Student Exchange.

No information is disclosed to unauthorised personnel or other parties without the consent of the individual concerned.

In accordance with legislative requirements, YFU Student Exchange does not retain personal information for longer than necessary and disposes of it securely.

Social Media Policy

Any social media post by YFU Student Exchange follows the requirements of the *National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia (revised Jan 2022)*.

We protect the personal information, including photographs of exchange students and ensure that we obtain written consent for the publication or use of student images in any advertising or promotional material and clearly outline the intended use of any photographs.

In the general recruitment of Host Families:

We do share to any public website, publication, or social media platform:

- The surname of a student
- Photograph of student
- Images that portray a likeness to the student
- Personal information

We will only provide student profiles to prospective host families that have commenced the screening process, including all family members aged 18+ holding a valid WWCC and who have provided photo identification. These profiles can include:

- Student first name
- Basic information about student's interests
- Photo/s of student
- Photo/s of the student with their natural family
- Details such as the student's surname, address or details about other family members will not be included.

We safeguard the storage, access and use of all files and documents containing student information in accordance with our data security statement (above) and the Australian Privacy Act 1988.

This policy will be reviewed annually by the Board, Staff and Management.

Updated July 2024.