

Y2i Privacy Policy

Last updated February 2017

The purpose of the Youth 2 Israel (Y2i) Privacy Policy is to tell you what kind of information we may gather about you, how we may use that information and whether we will disclose it to anyone else. It also explains how we store information about you, how you may access or correct it and how you can contact us.

Personal Information Y2i May Collect and Hold

Y2i collects and retains personal information from a variety of sources including:

- directly from individuals;
- volunteers who act as hosts/keyworkers;
- Y2i constituent organisations;
- Non-Y2i communal organisations.

Y2i may hold the following personal information on individuals:

- Name, address, contact details.
- Donation, financial and function history.
- Birth date, marital status, gender, occupation, family and business linkages.
- Congregation and organisational affiliations.
- Instructions received from the individual.

Y2i collects personal information for the purposes of Y2i programs, fundraising, communal planning and facilitation (and associated marketing activities). If Y2i is unable to collect this information, including if you choose not to provide certain personal information to Y2i, this may prevent Y2i from undertaking activities.

Where Y2i obtains your personal details from another organisation, it is on the basis that the other organisation has acknowledged that it complies with the Privacy Act 1988 (Cth).

Disclosure of Donor Information

The practice of Y2i is to publish, unless requested not to, the names and donations (but not other personal information) of those who donate to it.

An individual may elect to be categorised as "Not for publication" when making donations, which means that no personal details will be published in the annual report.

Opting Out

Individuals are given an opportunity to "opt out" of future approaches for donations with each marketing or fundraising mailing by Y2i. In some instances this will be the first practicable opportunity to formally communicate with the individual (see Appendix I).

If an individual elects to "opt out", his/her details will be removed from marketing or fundraising mailings immediately except where those details may be required for

verification purposes by the Australian Taxation Office in which case the record will be maintained in a secure area for a period of 5 years from the date of the last receipt issued and then be removed.

Administrative Issues

Information is used internally by Y2i and may be only accessed by authorised professional staff or authorised volunteers. Authorised volunteers include hosts and committee members. Access is only provided on a needs basis.

Y2i may use a mailing house or consultants to process its mail outs, but this will only be on the basis of confidentiality agreements to protect the privacy and integrity of the information. Y2i does not make overseas disclosure of personal information.

Technology Issues

All on-line donations received via Y2i web-site are securely encrypted. Data stored on Y2i computers is password protected and accessed on a need to know basis.

The Y2i Privacy Policy is provided to all staff and volunteers with access to the Y2i database.

Individual Access to Personal Information

If an individual makes a written request for access to information Y2i may allow the person to inspect their personal records and take notes or may make available a hard copy. Such requests will generally be met promptly and if possible within 14 days of a written request.

Individual Concerns/Further Information

If an individual believes there has been a breach of privacy he/she should contact the Y2i Office on (02) 8353 1612 or at the address below. A written confirmation of the complaint may be requested. Every endeavour will be made to deal with complaints expeditiously. An initial response will be provided within 21 days of the initial contact or written complaint, whichever is later. The complainant must provide proof of identity. Y2i will remedy any errors in fact providing such corrections are provided in writing.

Privacy Officer
Y2i
140-146 Darlinghurst Road
Darlinghurst
NSW 2010

Telephoning (02) 8253 1612 and asking for the Y2i Manager.

The Y2i Privacy Policy may be updated from time to time and all updates are effective when published on our website.

APPENDIX I

Policy statement for inclusion on pledge devices and in Y2i publications.

DONOR PRIVACY POLICY / OPT OUT

Y2i collects, holds, uses and discloses personal information in accordance with the Y2i Privacy Policy available at www.youth2israel.org.au.

Y2i approaches donors and members of the community to donate to its appeal and, at other times, for support in relation to specific appeals and projects. If you wish to be removed from our list please advise us in writing. If you have elected to remain on our list - to recognise the support it has received, the policy of Y2i is to publish, unless requested not to, the names and donations of those who donate to it. Where lawful and practicable Y2i will offer you the option of interacting with us anonymously or by using a pseudonym.

