

Australian Catholic Youth Festival Privacy Policy

V1 – April 2019



The Australian Catholic Youth Festival (**ACYF**) is a national gathering of Catholic young people organised and conducted by the Australian Episcopal Conference of the Roman Catholic Church (**AEC**) (an entity of the Australian Catholic Bishops Conference) and hosted by the Catholic diocese where the ACYF is held (**Host Diocese**).

The AEC is committed to protecting the privacy of individuals who provide personal information to it, including those who provide personal information to it via its website (**Site**).

AEC is committed to complying with the Privacy Act 1988 (Cth) and all applicable principles governing the handling of personal information. This Privacy Policy is designed to tell you about AEC's practices in relation to the collection, use, disclosure and storage of personal information.

What is personal information?

Personal information is any information about you that identifies you or from which your identity reasonably can be determined.

What types of personal information does AEC collect?

AEC collects and holds personal information that includes (but is not limited to):

- your name, address, telephone number, facsimile number, email address and other contact details;
- date of birth, gender, marital status and occupation;
- financial information, such as donation history and credit card details, for instance, when you register for a ticket to the festival;
- identification documents, including driver's licence, passport or proof of age card; and
- photographs, videos and news stories in respect of ACYF or Catholic Church related events and activities; and
- information about your dietary requirements, special needs and disabled access requirements (if any).

Why does AEC collect personal information?

AEC collects and holds personal information for various reasons (which we generally notify to you at the time of collection), including the following primary purposes:

- to register your attendance at the ACYF;
- to enable you to participate in offers, competitions, promotions, exhibitions and expo in relation to the ACYF;
- to receive offerings and donations from you;
- to place your contact details on mailing lists and in computer databases in order to provide you with information about Catholic Church related activities, functions, issues and initiatives; and
- to enable AEC to provide services in respect of the ACYF, including accommodation and catering.

How does AEC collect personal information?

AEC's usual practice is to collect personal information directly from you either via this Site or by some other method (such as by post or email). For example, some areas of this Site may require you to submit information to enable you to benefit from the special features (such as newsletters and brochures) or to participate in a particular activity (such as an offer, competition or promotion).

In addition to collecting personal information from you, sometimes AEC collects personal information from a third party if it is unreasonable or impracticable to collect the information from you directly, for example, where the information is provided to AEC from schools or parishes (for instance, registrations completed by a school on behalf of its students).

Does AEC collect information via passive information collection?

AEC may use cookies to assign your computer a User ID so that we can identify your computer on our server. You may configure your web browser so that you are notified in advance so your internet browser will disable cookies. In some instances cookies may collect and store personal information about you. Any personal information collected via the use of cookies will only be used by us in accordance with this Privacy Policy.

Your Consent

In most cases, AEC requires you to consent specifically to any collection, use or disclosure of your personal information by AEC. Your consent may be explicit, such as in writing or verbally, or may be implied by conduct.

If you are under the age of 18 years:

- you must have your parent/guardian's consent before you provide us with your personal information; and
- references to "consent" throughout this document includes consent provided by your parent/guardian.

By using this Site, you agree to be bound by this Privacy Policy. Whenever you submit personal information to AEC, you consent to:

- (i) the collection, use, disclosure and storage of that information in accordance with this Privacy Policy;
- (ii) your personal information being used to improve the Site; and
- (iii) the receipt of emails or other communications about AEC and our activities (including information about marketing, promotional, and research purposes), along with communications about Catholic-Church-related activities, functions, issues and initiatives from time-to-time.

In addition, if you provide personal information to AEC via this Site, you agree that we may combine such information with other actively collected information unless we specify otherwise at the point of collection. We will take reasonable measures to prevent personal information from being combined with passively collected information, unless you consent otherwise.

How will AEC use the personal information you provide?

In general terms, AEC uses and discloses the personal information you provide for the specific purpose or purposes for which you have given consent and for secondary purposes for which you reasonably expect AEC to use or disclose your personal information.

For instance, if you have consented to receiving information about Catholic Church related activities, functions, issues and initiatives, AEC will send you email updates or newsletters regarding such Catholic Church matters.

Please be aware that you are free to "unsubscribe" to any publication that you receive from AEC at any time.

Does AEC disclose personal information to anyone?

AEC may disclose your personal information in a number of circumstances, for instance:

- (i) where you have provided your personal information for registration, you may have consented to AEC disclosing your personal information to the Host Diocese (including employees and volunteers of the Host Diocese) for the purpose of enabling your participation at ACYF and AEC's organisation of the ACYF;
- (ii) in respect of the registrations, to third party providers of transactional and related services;
- (iii) where you have consented to us doing so (by way of example, in providing us with your contact details, you may have consented to AEC providing those details to another group, such as the Australian Catholic Bishops Conference or a Catholic Diocese in Australia);
- (iv) to consultants, advisers or other third parties where that party has been contracted to provide administrative or other services to AEC (and on the basis that that third party agrees to abide by this Privacy Policy); or
- (v) where required or authorised by law (for instance, in response to a subpoena or other court order).

Management and security of personal information

AEC takes all reasonable precautions to safeguard your personal information from loss, misuse, interference, unauthorised access, modification or unlawful disclosure.

However, you should keep in mind that the transmission of information over the internet is not completely secure or error-free. In particular, e-mail sent to or from this Site may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail.

Access to personal information

You may request access to personal information that AEC holds about you or you can ask us to correct, amend or delete any personal information being held by AEC about you (see AEC's contact details below).

AEC will take reasonable steps to update or correct, as soon as possible, any information in our possession that you have previously submitted that is inaccurate, incomplete, out-of-date, irrelevant or misleading.

Complaints

If you have a privacy complaint, please contact the Director of Australian Catholic Bishops Conference Office for Youth at:

Email: director.youth@catholic.org.au

Post: GPO Box 2350, Brisbane QLD 4001

Your complaint will be reviewed and investigated internally and we will endeavour to resolve your issue efficiently.

If you are still not satisfied, we will let you know about the external dispute resolution avenues available to you.

Links to other websites

This Site may contain links or references to other websites. Please be aware that AEC does not control other websites and that this Privacy Policy does not apply to those websites. AEC encourages you to read the privacy policy of every website you visit.

How to Contact Us

If you have any questions or concerns about this Privacy Policy or you wish to lodge a request to access your personal information, please contact the Director of Australian Catholic Bishops Conference Office for Youth at:

Email: director.youth@catholic.org.au

Post: GPO Box 2350, Brisbane QLD 4001

Changes to this Privacy Policy

If this Privacy Policy changes, the revised policy will be posted on this Site. Please check back periodically, and especially before you provide any personal information. Your continued use of this Site following any amendments to it will confirm your acceptance of such amendments.

Applicable Law

We do not represent that the content of this Site or this Privacy Policy complies with the laws (including intellectual property) of any country outside Australia. If you access the Site from outside Australia, you do so at your own risk and responsibility. You are responsible for making sure that you comply with all applicable laws in the place where you are located.

This policy was last updated on 24 March 2017 and may be reviewed from time to time.