

Employee Disclosure

This is to inform you about the types of information that Young Life Australia Incorporated (“we” or “us”) collects and processes about you and how that information is used.

We collect and process certain personal information about you, including, but not limited to, your name, address, telephone number, date of birth, next of kin, tax file number, salary, job title, Working With Children Check and National Police Check.

We collect and process this information for the purpose of administering payroll, determining eligibility for and managing retirement and benefit programmes, and for performance evaluation, training, career development, workforce planning, communications, association travel arrangements, insurance underwriting, claims evaluation, dispute resolution and processing and managing and protecting association-owned property, for background checks (subject to applicable law), security and disciplinary purposes, and to meet government requirements relating to your employment. We may also collect and process personal information regarding your spouse, dependents and beneficiaries to administer insurance and other benefit programmes. Collectively, this information is referred to as “Personal Data”.

We may disclose Personal Data to third parties to fulfil any of the purposes indicated above and as may be required by law. For example, we may give Personal Data to businesses that provide data management and processing services, administer our various benefit programmes, superannuation plans, arrange and provide business travel and to businesses that conduct employment-related reference checks or other employment related inquiries on our behalf. We may also disclose certain Personal Data to tax authorities or other government authorities when we are obligated to provide such Personal Data by law or court order.

Personal Data may be transferred to a recipient in the USA or another country that may have data protection laws that are different from the laws of Australia and its states and territories. Young Life Australia will endeavour to protect the confidentiality and security of any Personal Data transferred.

If at any time, you have any question about the parties handling the Personal Data or the confidentiality and security of the Personal Data, please contact the National Office.

Personal data will be held by us for only as long as is necessary to administer services and for other purposes relating to your employment. If the law requires us to retain Personal Data for a specific period of time, we will abide by the law.

You may access and update your Personal Data through the National Office.