

Youth Hub Privacy Policy

This privacy policy is in effect from August 2016

LinkEffect Limited (referred to in this Privacy Policy as **we**, **our** or **us**) operates the Youth Hub site (**Site**). By accessing and using the Site, you consent to our collection and use of your personal information in accordance with this Privacy Policy.

We reserve the right to amend or replace this Privacy Policy at any time and for any reason. Your continued use of this Site following any such amendment or replacement will be subject to this Privacy Policy as amended or replaced.

This Privacy Policy governs the collection, use and disclosure of your personal information by us and has been prepared in accordance with our obligations and your rights set out in the Privacy Act 1993 (**Act**) and applicable codes under the Act. You can find out more about the Act at www.privacy.org.nz.

Background

This Privacy Policy explains:

- What kind of personal information we collect.
- How we collect personal information from you.
- How we use and disclose your personal information.
- The consequences of you not providing the personal information we request from you
- How we store personal information.
- How you can access/amend your personal information.
- How long we hold personal information.
- Who you can contact for further information.

What kind of personal information we collect

We collect the following types of personal information:

- Your name, e-mail address, residential address, contact telephone numbers.
- Information about your employment status, training and experience.
- Specific documents which verify your identity.
- Details about your training needs.
- Information relating to how you use our services and the Site.

We may also keep a record of any information that you acquire from us.

You can visit this Site without telling us who you are or revealing other personal information, except if you register to use the Site.

How we collect personal information from you

We collect personal information directly from you through this Site by the following means:

- When you register on the Site (as a Youth, a Navigator, a Service Provider or a Business).
- When you agree to provide information to other persons through the Site (for example, a Service Provider).

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- When you participate in any activities which are offered to you through the Site (for example, attending an event or participating in training).

We may also collect personal information through public sources and through third party service providers, where you have agreed to the release of such personal information to us.

We will not otherwise collect any personal information about you except when you knowingly provide it.

How we use and disclose your personal information

We may use your personal information for the following purposes:

- Responding to queries.
- Providing you with information about us.
- Providing you with our services, as requested by you.
- Providing you with information about services which third parties (such as Services Providers and Businesses) may provide to you.
- Any specific purpose which we notify you of at the time personal information is collected from you.

We may use, sell, licence, distribute and disclose data which we develop from personal information we have collected, provided that such data has been stripped of all personally identifiable information.

We may disclose your personal information (including your identity) to a third party when you have expressly authorised us to do this (for example, when you have agreed to provide your personal information to a Business in relation to a potential job offer). We may also disclose your personal information where you have chosen to make this personal information publicly available on the Site.

What are the consequences of you not providing the personal information we require?

If you do not provide us with all of the personal information we have requested from you, we may not be able to complete your registration as a Youth, a Navigator, a Service Provider, School, Teacher or a Business (as relevant).

How we store personal information

We store personal information electronically and in paper based form. All personal information is kept safe and secure using generally accepted standards of security.

How you can access/amend your personal information

You can update your personal information through the Site at any time.

You may access your personal information we hold by emailing us at support@youthhub.co.nz. We will provide you with a copy of the personal information we keep about you.

You may request that the personal information we hold about you be corrected by emailing us at support@youthhub.co.nz. If we agree that your personal information is to be corrected we will provide you with an amended record of your personal information.

How long we hold personal information

We will keep your personal information only for as long as is necessary to achieve the purpose we collected it for, and in all cases for such periods as we are required to in order to comply with any relevant legislation and regulations.

Who you can contact for further information

If you have any queries about this Privacy Policy or personal information we have collected please contact us at support@youthhub.co.nz or by writing to us at 203a Symonds Street, Eden Terrace, Auckland 1010.