

Form: OCP-DN- 008	<h1>Privacy Policy</h1>	
Revision: 1		
Review Date: 05/2024		

1. **Personal Information and Data Collection.** On-Country Pathways will collect, hold, use and disclose personal information (including sensitive information) for the purposes of providing you information, assessing your eligibility and suitability to engage in a program and to safely and effectively conduct its programs.

The personal information that you or your authorised representative (i.e. a third party such as a referral agency or school) provide to On-Country Pathways is confidential within certain legislative limitations. For example, your personal information may be disclosed to any person with a lawful entitlement to obtain the information, such as Police. Relevant contact information will also be shared with program partners (other third parties such as mentors and businesses) to enable programs to be conducted safely and effectively.

We apply security and privacy controls to the way we collect, hold, use and disclose your personal information and data. At all times your personal information is handled in accordance with the Privacy Act 1988, the Australian Privacy Principles and On-Country Pathways' Privacy Policy.

2. **Type of Personal Information and Data.** The following information will be collected by On-Country Pathways from potential program candidates, referral agencies, mentors, participating businesses and participating schools through the completion of program referral forms, program enrolment forms, mentoring agreements and work placement agreements:

- **Program Candidates:**
  - i. Full name
  - ii. Date of birth
  - iii. Address
  - iv. Phone/Mobile number
  - v. Email address
  - vi. ATSI status
  - vii. Driver Licence status
  - viii. Student status
  - ix. Employment status
  - x. Criminal history
  - xi. Disability status
  - xii. Vaccination status
  - xiii. White Card Holder status
  - xiv. Next of Kin details
  - xv. Photos and images
  
- **Referral Agency:**
  - i. Agency name
  - ii. Contact person's full name
  - iii. Position
  - iv. Phone/Mobile number
  - v. Email address

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vi. Referral date

- **Mentors:**

- i. Full name
- ii. Address
- iii. Phone/Mobile number
- iv. Email address
- v. Working with Children Check status
- vi. Vaccination status
- vii. Photos and images

- **Business:**

- i. Business Name
- ii. Address
- iii. Contact person's full name
- iv. Position
- v. Phone/Mobile number
- vi. Email address
- vii. Worksite Location (if different from business address)
- viii. Worksite Supervisor details (if different from contact person)
- ix. Photos and images

- **School:**

- i. School name
- ii. Contact person's full name
- iii. Position
- iv. Phone/Mobile number
- v. Email address

3. **Using Personal Information and Data.** Without the personal information and data outlined above, On-Country Pathways would not be able to plan, conduct and evaluate its employment and career pathway programs safely and effectively – this is our primary purpose of using your personal information and data. On-Country Pathways will not misuse this information or intentionally disclose it to a third party that is not identified in this policy or use it for any secondary purposes.
4. **Photos and Images.** On-Country Pathways will seek your written permission to take photos and images (including video and audio) and to use these to promote future programs and/or report progress or news about programs to partners and stakeholders. An **Image Consent Form** is attached as **APPENDIX 1**.
5. **Cookie Consent.** The website for On-Country Pathways (<https://on-countrypathways.com.au/>) does not store data that could be used or be recognised as personally identifiable information. We may use cookies to view how you interact with our site for analytics/SEO purposes which are subject to the policies and terms listed through Google Analytics:

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<https://policies.google.com/technologies/partner-sites>

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6. **Third-Party Disclosure.** Some personal information will be shared with mentors and mentees that are matched together as part of a program, but this will be limited to names and contact details, vaccination status and Working with Children Check status (where applicable) to enable effective communication between mentor and mentee. Some personal information will also be shared with the business owner/supervisor(s) that it is providing a work placement during a program, and this will be limited to name, contact details, white card status, driver licence status, vaccination status, disability status and next of kin details. This information will be shared at the commencement of a program.
7. **Personal Data Protection.** The security of your personal information and data is very important to us, but despite our security and privacy controls, no method of transmission over the internet, or electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information and data, we cannot guarantee its absolute security.
8. **Rights to Change or Delete Information.** Your personal information or data can be changed, updated or deleted while a program is being conducted by providing notification in writing to the Program Manager. To effect a change, update or deletion please make direct contact with the On-Country Pathways Program Manager using contact details provided below.
9. **Notifications of Changes.** This is the first version of On-Country Pathways' Privacy Policy. Any future changes or amendments to this Policy will be outlined in this paragraph.
10. **Contact Information.** If you have any concerns about how we collect, hold, use and disclose your personal information and data, you can discuss your concerns with us:

On-Country Pathways:  
C/- 52-54 Hovell Street Wodonga VIC 3690  
Program Manager: [darren.moffitt@on-countrypathways.com.au](mailto:darren.moffitt@on-countrypathways.com.au)  
Mobile: 0439 184 719

#### APPENDICES:

1. Image Consent Form

<b>Employee Name:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Inductees Name:</b>	<b>Sign:</b>	<b>Date:</b>