

UNIQ You Privacy Policy

Last Updated: 16 February 2026

Introduction

UNIQ YOU is committed to protecting personal information and handling personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles**.

As an organisation working with children and young people, we take additional care to ensure that information collected through our programs is limited, secure and handled responsibly.

As an organisation committed to culturally safe practice, UNIQ YOU recognises the importance of handling personal information in a way that respects the cultural rights, identities and perspectives of Aboriginal and Torres Strait Islander children, families and communities.

This Privacy Policy explains how we collect, use, store and manage personal information.

How We Collect Personal Information

UNIQ YOU collects personal information directly from individuals where practicable, or indirectly through participating schools, consent forms, authorised representatives or technology platforms used for program delivery.

In most cases, personal information is provided voluntarily. However, where required information is not provided, UNIQ YOU may be unable to deliver certain program activities, verify consent, or meet safeguarding and compliance obligations.

At or before the time of collection (or as soon as practicable afterwards), individuals are notified of:

- The purpose of collection
- How the information will be used or disclosed
- Any overseas disclosure arrangements
- How to access this Privacy Policy

Collection of Personal Information

As an organisation working with children and young people, UNIQ YOU applies a data minimisation approach. We limit collection wherever possible while ensuring appropriate safeguarding and consent processes are maintained.

Student Participants

For student participants, UNIQ YOU generally collects:

- First name and last name initial only
- School name
- Year level
- Participation records (e.g. attendance at sessions)
- Survey responses, where applicable

UNIQ YOU does not collect: UNIQ YOU does not routinely collect student contact details for program delivery purposes. Student communication occurs via schools.

However, where written consent is required for photography, video recording, publication or promotional purposes, additional information may be collected through media release or consent forms. This may include:

- Student full name
- Student residential address
- Student phone number
- Parent or carer full name
- Parent or carer contact details
- Parent or carer signature

This information is collected solely for consent verification, safeguarding record keeping and compliance purposes.

Where digital platforms are used to deliver programs or surveys, technical identifiers (such as IP addresses or platform-generated metadata) may be automatically generated by the platform provider as part of normal system operation.

Student information is typically provided by participating schools for program administration and safeguarding purposes.

Parents and Carers

Where parental or carer consent is required (for example, for photography, video recording, publication or promotional purposes), UNIQ YOU collects personal information from parents or carers. This may include:

- Full name
- Email address
- Phone number
- Residential address (where included on consent forms)
- Signature
- Relationship to the student

This information is collected for consent verification, communication where necessary, safeguarding record keeping, and compliance purposes.

Parent and carer information is not used for marketing or unrelated activities.

Educators, Advisors and Staff

UNIQ YOU collects contact and professional information necessary to manage program delivery and engagement. This may include:

- Name
- Email address
- Phone number
- Organisation
- Role or position

Sensitive Information

UNIQ YOU does not routinely collect sensitive information as defined under the Privacy Act 1988 (Cth).

If sensitive information is collected (for example, through voluntary survey responses), it will only be collected with consent and where reasonably necessary.

Website and Technical Information

When individuals visit our website, we may collect limited technical information through cookies and analytics tools. This may include:

- IP address
- Browser type
- Device type
- Pages visited

This information is used in aggregate form to:

- Maintain website functionality
- Improve user experience
- Understand visitor usage patterns

It is not used to personally identify visitors.

Users may adjust browser settings to refuse cookies; however, some parts of the website may not function properly if cookies are disabled.

Anonymity and Pseudonymity

Where lawful and practicable, individuals may choose to interact with UNIQ YOU anonymously or using a pseudonym, such as when making general enquiries. However, anonymity may not be possible where identity is required for safeguarding, consent verification or legal compliance purposes.

How We Use Personal Information

UNIQ YOU uses personal information to:

- Deliver and administer programs
- Communicate with schools, advisors and staff
- Maintain safeguarding and child safety records
- Improve services through aggregated feedback analysis
- Comply with legal and regulatory obligations

We do not use personal information for unrelated purposes without consent, unless required or authorised by law.

UNIQ YOU may disclose personal information:

- To participating schools for program administration
- To authorised staff and contractors for operational purposes
- Where required or authorised by law
- To regulators or authorities where safeguarding or legal obligations apply

UNIQ YOU does not sell or trade personal information.

Personal information may also be used or disclosed where necessary to meet child protection, safeguarding or mandatory reporting obligations.

Marketing & Communications

UNIQ YOU may send communications about programs, events or updates to educators, advisors or partner organisations where relevant to their engagement. Individuals may opt out of receiving communications at any time by contacting info@uniqyou.com.au or using any unsubscribe function provided.

UNIQ YOU does not use student personal information for marketing purposes.

Data Minimisation

UNIQ YOU limits the personal information it collects to what is reasonably necessary for program delivery and safeguarding.

Where possible, information is limited, aggregated or de-identified to reduce privacy risk.

Storage and Security

UNIQ YOU takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Personal information is stored using secure systems with restricted access controls. Access to child-related information is limited to authorised personnel only.

We implement appropriate technical and organisational safeguards consistent with the nature of the information held.

Overseas Disclosure

UNIQ YOU utilises cloud-based service providers to store and manage information. Some of these providers may process or store data outside Australia.

These providers may operate in jurisdictions including (but not limited to) the United States and other countries where their data centres are located.

UNIQ YOU takes reasonable steps to ensure that overseas service providers handle personal information in a manner consistent with the Australian Privacy Principles, including through contractual safeguards and vendor due diligence processes.

Data Breaches

If an eligible data breach occurs, UNIQ YOU will comply with the **Notifiable Data Breaches Scheme** under the Privacy Act 1988 (Cth). This includes notifying affected individuals and the Office of the Australian Information Commissioner where required.

Retention and Destruction

UNIQ YOU will retain personal information only for as long as necessary to fulfil the purpose for which it was collected or to meet legal and safeguarding obligations. When information is no longer required, it will be securely destroyed or permanently de-identified.

Access and Correction

Individuals may request access to personal information held about them by contacting info@uniqyou.com.au.

We may require verification of identity before providing access.

UNIQ YOU will respond to access or correction requests within 30 days, unless circumstances require a reasonable extension.

If access is refused, written reasons will be provided.

Complaints

If you believe UNIQ YOU has breached the Australian Privacy Principles or mishandled personal information, you may lodge a complaint by contacting info@uniqyou.com.au and providing:

- Your name and contact details
- Details of the complaint
- Any supporting information

UNIQ YOU will acknowledge complaints promptly and aim to respond within 30 days.

If you are not satisfied with our response, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

External Websites

Our website may contain links to other sites. UNIQ YOU is not responsible for the privacy practices of external websites. This Privacy Policy applies solely to information collected by UNIQ YOU.

Review of This Policy

This Privacy Policy is reviewed periodically to ensure continued compliance with legal requirements and good practice.

Updates will be published on our website.

Contact Us

If you have any questions or complaints about this Privacy Policy or how we handle personal information, please contact: [**info@uniqyou.com.au**](mailto:info@uniqyou.com.au)