



Collection Notice: Youth

What do we do?

The Department of Communities (Communities) supports policies, programs, and initiatives that improve outcomes for young people in Western Australia, including youth engagement, participation initiatives, grants programs, and leading whole of government approach to improving outcomes for all young people in Western Australia aged 10 to 25 years.

This Collection Notice covers your personal information collected in connection with engagements in Youth related initiatives, programs, events, grants, advisory groups and committees.

What personal information do we collect and hold?

We may collect and handle the following types of personal information if you are:

Applying for advisory groups, committees, and grants:

- Identity and contact information (for example, name, pronouns, date of birth, mobile number, email address, residential address, work address).
- Demographic and diversity information (for example, cultural and family background, disability status, socio-economic status, gender, and sexual orientation).
- Any other information necessary to assess suitability for advisory groups, committees, and grants.

Member of advisory groups and committees, participating in consultation or grant recipients:

- Financial Information, in case of paid membership or paid participation (for example, bank account details, tax file number).
- Participation and attendance information.
- Photographs of grant recipients project progress and/or result.
- Other information provided through applications, consultations, or engagement activities.

We collect personal information directly from individuals through applications, consultations, events, online surveys, and program participation.

In certain circumstances, personal information may also be collected from third parties, including other government agencies, service providers, or individuals involved in regulatory matters, where authorised or required by law.

When can you remain anonymous?

Individuals may choose to remain anonymous when making a general enquiry. Where all requested information is not received it may limit our ability to provide services, assess support needs, or respond to requests.

All applications for positions, roles, grants, and programs, will require full applicant details.

How do we use your personal information?

Personal information may be used to:

Applying for advisory groups, committees, and grants:

- verify the identity of applicants
- assess applications for suitability and selection for advisory groups, committees, and grants
- ensure diverse representation of young people are engaged to ensure broader awareness and engagement as well as more comprehensive and effective strategies and services.

Member of advisory groups and committees, participating in consultation or grant recipients:

- monitor grant programs
- administer paid participation and reimbursement of agreed costs remuneration
- for communications and content creation for services and/or as part of events (with your consent)
- maintain communication with members and grant recipients on matters relevant to their role or expectations.

We may also use this information to:

- conduct analysis to monitor and improve service delivery
- prepare ministerial reports, briefings, or advice provided to Minister for relevant portfolio as per our statutory functions and ministerial accountability obligations of the *Public Sector Management Act 1994 (WA)* and the *Financial Management Act 2006 (WA)*
- support internal audit activities and external audit functions under the *Auditor General Act 2006 (WA)*
- notify Ombudsman WA of investigations, complaints, or reviews of administrative action under the *Parliamentary Commissioner Act 1971 (WA)*.

Who do we share information with?

We may share information with:

- Minister's Office (for example, participation statistics)

- other government agencies (input and reporting on the whole-of-government Youth Action Plan)
- the public- successful grant applicants may be announced publicly. No personal information is shared or released
- promotional channels - where consent has been received, project photographs supplied may be used in websites, articles and social media platforms
- Australian Tax Office (grant payments).

We may also share information:

- within Communities for the provision of related services
- to other Western Australian Government agencies, and oversight bodies or regulators where authorised or required by law
- with organisations engaged to deliver programs or services on our behalf
- to other organisations, where authorised by law, or where you have given us your consent.

To access your personal information held by Communities and to seek correction of any inaccuracies, you can apply under the *Freedom of Information Act 1992 (WA)*. Details on how to submit a request can be found on our [Freedom of Information](#) page.

Where can you find further information?

For further information about how we manage personal information, please refer to the Communities [Privacy Policy](#) or contact our Privacy Officer at privacy@communities.wa.gov.au.