The MISFIT Project

Privacy and Information Collection Statement

Your information and how we use it

The MISFIT Project is committed to protecting the privacy of the young people, families, carers, staff and volunteers who engage with our organisation.

We collect personal information to help us provide safe, appropriate and accessible programs and supports. We understand that families and young people may share sensitive information with us, and we take our responsibility to protect that information seriously.

1. Who collects your information?

Personal information is collected and managed by The MISFIT Project.

If you have questions about how your information is collected, stored or used, you can contact us through our website at www.themisfitproject.org.au or by speaking with a member of our management team.

Privacy Contact: [info@themisfitproject.org.au]

2. Why do we collect your information?

We collect information that helps us understand the needs of the people accessing our services and provide appropriate support.

Depending on your involvement with MISFIT, this may include:

- Contact details for participants, parents, carers and emergency contacts.
- Information about health conditions, allergies, medication and individual support needs.
- Information about communication preferences, accessibility requirements and personal goals.
- Records of participation, support provided, incidents and relevant wellbeing or safety concerns.
- Information required for enrolment, payments, invoicing and funding arrangements.
- Information relevant to staff, volunteers and recruitment.

We use this information to plan activities, provide appropriate staffing and support, respond to emergencies, communicate with families and meet our responsibilities as a service provider of a community organisation.

We only seek information that is reasonably necessary for the work we are undertaking.

3. Who do we share information with?

Information is shared within MISFIT with relevant staff, volunteers (when required) and management who need it to carry out their responsibilities.

Where necessary, information may also be shared with:

- Parents, guardians, carers or authorised representatives, where appropriate.
- Medical professionals and emergency services when someone requires urgent assistance.
- External service providers or support professionals involved in a participant's care, where consent has been provided or disclosure is otherwise permitted by law.
- Funding bodies, government agencies or regulatory authorities where reporting or disclosure is required by law.
- Organisations providing administrative, financial or technology services to MISFIT, where access to information is necessary for those services.

We respect the privacy and growing independence of young people. Information is shared with parents, carers and other supports in line with the young person's circumstances, consent, safety needs and our legal responsibilities.

4. Legal requirements

The MISFIT Project collects, uses and discloses information in accordance with applicable Australian and Victorian privacy, child safety, disability and recordkeeping requirements.

Depending on the services being provided, these may include the Privacy Act 1988 (Cth), the Australian Privacy Principles where applicable, the Health Records Act 2001 (Vic), the Child Wellbeing and Safety Act 2005 (Vic), and relevant requirements under the National Disability Insurance Scheme.

Some information may need to be collected or disclosed to meet child safety obligations, respond to reportable incidents, comply with funding or service agreements, or meet other legal requirements.

Where we are legally required or authorised to disclose information, we may do so without consent.

5. What happens if you choose not to provide information?

You can ask why information is being requested and discuss any concerns before providing it.

Providing some information is optional. However, certain details are necessary for us to deliver programs and support safely.

If important information about medical needs, emergency contacts, accessibility or support requirements is not provided, we may need to discuss whether we can safely provide the requested service or whether adjustments are possible.

We will explain when information is essential and work with participants and families to find a suitable approach wherever possible.

6. Accessing and correcting your information

You have the right to request access to personal information MISFIT holds about you and to ask for corrections if information is inaccurate, incomplete or out of date.

Requests can be made by contacting our management team.

We may need to confirm your identity before providing access to records. Access may be limited in certain circumstances, including where providing information would affect another person's privacy or where restrictions apply under the law.

If you have concerns about how your information has been handled, you can contact MISFIT to discuss the matter or make a privacy complaint in writing.

We will review privacy concerns and respond appropriately.

7. Keeping your information safe

MISFIT takes reasonable steps to protect personal information from unauthorised access, misuse, loss or disclosure.

Information is stored using appropriate physical and electronic security measures. Access is limited to people who require the information for their work.

We retain records for as long as required by law or reasonably necessary for our operations. When information is no longer required, we take appropriate steps to securely destroy or de-identify it.

8. Photography, Filming and Promotional Materials

The MISFIT Project may take photographs or video recordings during programs, camps, performances and events for documentation and promotional purposes. This may include use on our website, social media, printed materials, funding applications and other publications promoting MISFIT's activities.

Photographs and video footage will only be used for promotional purposes where consent has been provided.

Consent may be provided by the participant or, where appropriate, their parent or legal guardian.

Providing consent is optional and will not affect a person's ability to participate in MISFIT programs or activities.

Participants and families can withdraw consent for future use of images or recordings by contacting MISFIT in writing. We will take reasonable steps to stop further use and remove existing material from platforms under our control where practicable. Material that has already been printed, distributed or shared by others may not be able to be recalled.

MISFIT will respect the wishes of individuals who do not consent to photography or filming and will take reasonable steps to ensure they are not included in promotional materials.

Contact

The MISFIT Project
Website: www.themisfitproject.org.au
Email: [info@themisfitproject.org.au]

Last reviewed: [29/10/2026]