

Privacy Information and Consent to Release Information Form for Larita Graduates

Larita Launch Employment Program

Why we're asking for this information

Welcome to the Larita Launch Employment Program (the Program).

To support you throughout the program, we need to collect some information about you. This helps us:

- provide you with employment readiness training, mentoring and support
- connect you with employers and wrap around employment support
- support you if you begin work
- understand how well the program is working so we can continue improving it for future graduates.

Your privacy is important to us. We only collect information we need, and we work to keep it safe and secure.

This document explains:

- what information we collect and why we collect it
- who we may share it with
- **your choices and your rights**

Your consent to release information

An important part of the Program is that the Larita Academy team follows up with employers and your referring youth organisation about your applications, interviews and employment. By signing this form, you agree that:

- any employer you applied to, interviewed with or worked for through the Program, and your referring youth organisation, may give Larita information about your applications, interviews, job offers and employment when Larita asks for it
- you will not make any claim against any of them for giving Larita this information in good faith
- Larita may show them a copy of this signed form, so they know you have agreed.

What information do we collect?

When you join the Program, we collect:

- your name
- date of birth
- phone number
- email address
- the name of the youth organisation that referred you
- when you started the Program
- if you are under 18, we collect parental/guardian consent

During and after the Program, we also collect information about the jobs you apply or interview for, and any employment you gain, through the Program, such as:

- the jobs you applied for
- whether you were interviewed
- whether you accepted a job
- your employer
- your job title
- where you work
- when you started work
- if applicable, when your employment ended
- whether you are still employed after 3, 6 and 12 months.

Effective as of 11 August 2026

Larita Academy / Graduate Data Consent

Authors: LK Group Legal & Anita Pahor, Founder & Managing Director, Larita Academy

Approved by: Anita Pahor, Founder & Managing Director, Larita Academy

Approval date: 11 August 2026

Review date: 11 August 2027

Version 1.0

We may receive this information from:

- you
- your referring youth organisation
- employers you applied to, interviewed with or worked for through the Program

What we do NOT collect

We do not ask your employer or youth organisation to provide sensitive personal information about you, such as:

- your health information
- counselling or therapy information
- criminal history
- religion
- political views
- membership of clubs or organisations.

If sensitive information is provided, we will only collect or use it if:

- you agree, or
- the law allows us to.

Why do we collect this information?

We use your information to:

- support you during the Program
- help you prepare for work
- help you stay in employment
- provide mentoring and workplace support
- understand how the Program is helping young people
- improve the Program over time.

If you choose to stay involved as a Larita graduate, we may also contact you about:

- alumni events
- mentoring opportunities
- masterclasses
- future Larita activities.

Who might see your information?

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We may share your information with:

- employers participating in the Program
- the youth organisation supporting you
- trusted organisations that help Larita run the Program (such as secure IT providers).
- our associated or affiliated companies.

Where possible, reports about the Program are shared using information that does not identify you.

We will never use your story, photograph, name or personal information in social media, marketing or public communications unless you give separate permission.

Is my information stored overseas?

Larita uses cloud-based technology.

Some of these systems may store information on servers located outside Australia, including the United States, United Kingdom, Ireland, Canada and countries within the European Union.

What happens if I don't agree?

Taking part in the Larita Launch Employment Program is your choice.

However, because supporting you throughout the employment journey is a key part of the Program, we need your permission to collect and share the information described above.

If you choose not to give this consent, you cannot participate in this program ,including access to employment opportunities and ongoing support.

How long do we keep your information?

We keep your information while you are participating in the Larita Launch Employment Program.

After you finish, we usually keep it until we have completed our 3, 6 and 12 month employment follow-ups. This is generally up to 24 months after you begin employment.

After that, we will securely destroy your information or remove anything that identifies you, unless:

- the law requires us to keep it
- you choose to stay connected as part of the Larita alumni community
- we keep anonymous information for research and Program evaluation.

Your rights

You can ask us to:

- see the personal information we hold about you
- correct information that is wrong
- make a complaint if you are concerned about your privacy.

To do this, contact:

Larita Privacy Officer

jennifer.newton@lkg.com.au

Our Privacy Policy explains how we handle privacy requests and complaints. If you are unhappy with our response, you may also contact the Office of the Australian Information Commissioner.

Your consent

By signing, you confirm that:

- you have read and understood this form
- you agree that Larita can collect, use and share your information as described above
- you agree that any employer you applied to, interviewed with or worked for through the Program, and your referring youth organisation may provide Larita with information about your participation and employment for the purposes of supporting you and evaluating the Program
- you agree to the release of information to Larita as described in the 'Your consent to release information' section above, including that you agree that your current or former employer or youth organisation may give this information to Larita in good faith
- you understand you can withdraw your consent at any time by telling Larita in writing. If you do, we will stop collecting new information where possible. Information already collected will continue to be handled in accordance with this consent and the law. Withdrawing your consent may mean you are no longer able to continue participating in the Larita Launch Employment Program.