



Agreement to the collection, use and disclosure of 'sensitive' personal information

In order to provide you with employment services and assistance, your Provider may also collect 'sensitive' personal information such as details of your:

- cultural or linguistic background, for example to ensure that you are provided with the most appropriate level of employment services and assistance;
- any required pre-employment and background checks (e.g. police checks or Working with Vulnerable People checks) to ensure your suitability for undertaking particular activities and/or working with certain cohorts of people (such as children or the elderly);
- medical conditions, injuries or disabilities, for example to ensure your suitability for certain employment opportunities and activities; or
- membership of a professional or trade association, for example to provide you with appropriate vocational training or accreditation.

Your Provider will generally collect such information directly from you; however your information may also be collected from:

- other Government agencies and departments (referred to on the following page), and their respective contracted service providers or third parties; and
- other Providers and/or third parties including where Work for the Dole, work experience or voluntary work activities involve Work for the Dole Coordinators, Host Organisations that are offering Work for the Dole Places, employers offering places linked to wage subsidies or work experience places and not-for-profit organisations offering volunteer or work experience places.
- Where appropriate to do so, this information may also be shared with and between these agencies and organisations in the course of providing you with employment services and assistance.

Please note that your sensitive personal information may also be used by the Department or given to other parties where you have agreed, or where the Department is otherwise permitted, including where it is required or authorised by or under an Australian law, such as social security law, a court or tribunal order, or where a duty of care exists.

Declaration by Participant

By signing below, I confirm that I have read, understood and agree to the collection, use and disclosure of my sensitive personal information in accordance with this agreement form and The Salvation Army Employment Plus Privacy Notice attached.

Name

Signature

Date

Privacy statement

Your personal information is protected by law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the Australian Privacy Principles (APPs). Personal information includes your name, date of birth, contact details, education and employment history, and details of your personal circumstances.

The personal information you provide to your Provider is collected on behalf of the Australian Government Department of Employment (the Department) in order to provide you with appropriate employment services and support, including:

- delivering employment services to you and to help you find a job;
- helping in evaluating and monitoring the programmes and services provided to you by the Department and its contracted providers, including jobactive, Work for the Dole and Harvest Labour Services;
- contacting you about your participation in jobactive and mutual obligation requirements
- helping to resolve complaints made by you or your Provider; and
- involving you in surveys conducted by the Department or on behalf of the Department.

If you do not provide some or all of your personal information, the Department cannot ensure that you are provided with the most suitable level of employment assistance.

Your personal information (including sensitive information) may be passed on to and between the Department's contracted Providers, and to agencies involved in the administration of employment services and income support payments and services, including Centrelink, the Department of Human Services, the Department of Education and Training, the Department of Immigration and Border Protection, the Department of Social Services, the Department of the Prime Minister and Cabinet and the Australian Taxation Office and their respective contracted providers where those providers are delivering services to you.

In addition, your personal information may also be shared with third parties, such as Activity Host Organisations and employers, in the delivery of employment services to you. Your personal information may also be used by the Department or given to other parties where you have agreed, or where it is otherwise permitted, including where it is required or authorised by or under an Australian law, such as social security law, a court or tribunal order, or where a duty of care exists.

The Department's Privacy Policy contains more information about the way in which we will manage your personal information, including information about how you may access your personal information held by the Department and seek correction of such information. The Privacy Policy also contains information on how you can complain about a breach of the APPs and how the Department will deal with such a complaint. A copy of the Department's Privacy Policy can be found on the [Privacy page](#) of our website or by requesting a copy from the Department via email at privacy@employment.gov.au.

The Salvation Army Employment Plus Privacy Notice



Employment Plus

The Salvation Army Employment Plus collects your personal and sensitive information that we believe is reasonably necessary to provide you with the employment services, job seeker assistance and training services that we offer.

By providing us with this personal information you consent to our use or disclosure of your information for a secondary purpose directly related to the primary purpose.

The information we collect includes:

- the information you provide to us in writing,
- any additional information you provide to our staff, and
- any information we may need to collect about you from third parties on your behalf.

Document sources of this information include but are not limited to:

- Employment History - pay slips, banking details, tax file number
- Education History - Statement or Certification of Attainment, Qualifications, Academic Transcript
- Criminal History - Criminal history and results of any required pre-employment and background checks (e.g. Police Checks or Working with Children or Vulnerable People Checks) to ensure your suitability for undertaking particular activities and/or working with certain cohorts of people (such as children or the elderly)

You can access this information at any time by contacting your Employment Plus consultant or our National Service Centre.

You do have the option of not identifying yourself or using an assumed name for certain matters, unless we consider it is unworkable for some reason. If you wish not to identify yourself, then you must tell us in writing so it can be considered.

By not collecting this information we may be unable to provide you with the employment services, job seeker assistance and training services that we offer.

The collection of this sensitive and personal information may be required by the Social Security Act 1991 (Cth), Social Security (Administration) Act 1999 (Cth) and other social and employment services legislation.

In order to provide you with these services, you consent to our collecting of sensitive and personal information about you from:

- government agencies and public sector bodies,
- employment-related service providers,
- training organisations,
- educational institutions and language service providers
- other community service providers
- employers
- recruitment agencies
- health care providers
- surveys conducted by Employment Plus or on behalf of Employment Plus
- law enforcement agencies
- legal service providers
- information technology service providers.

Your information and third party disclosure

In order to provide and/or improve our services to you, we may need to disclose your information to organisations and individuals that carry out functions on behalf of or in conjunction with Employment Plus. These organisations and individuals may include the above sources of information, as well as Work for the Dole programs and Probation and Parole services.

The Salvation Army Employment Plus is committed to upholding the Australian Privacy Principles contained in the Commonwealth Government's Privacy Act 1988. These processes are outlined in The Salvation Army Privacy Policy which is available at www.salvationarmy.org.au/Privacy.

If you have any questions or concerns about how we manage your privacy, please discuss these with your Employment Plus consultant or contact our National Service Centre on 136 123 or email privacy@aep.salvationarmy.org

As part of The Salvation Army, Employment Plus follows The Salvation Army Privacy Policy.

The privacy policy includes information about how you may access and update the personal information we hold about you and details of how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint.