

# The Salvation Army Employment Plus Host Organisation Privacy Notice



The Salvation Army Employment Plus collects your organisation's information that we believe is reasonably necessary to provide you with the service under the Employment Services Work for the Dole Program, PaTH Program and any National Work Experience Programs.

By providing us with your organisation's information you consent to our use or disclosure of your information for a secondary purpose directly related to the primary purpose of delivering the above Programs on EPlus behalf.

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## 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 your organisation to deliver the services under the Employment Service contract

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

- Not for Profit Status, Host Agreements and Work for the Dole Program Budgeting, Insurance and Police/Working with Children Check for Supervisors,
- Feedback on services delivered, complaints and sharing of data for the purpose of surveying delivery of programs,
- On Site Risk Assessment conducted by EPlus staff and associated Critical Incident/Injury information
- Photos or videos relating to the delivery of the Work for the Dole Program.

Your organisation can access this information at any time by contacting your Work for the Dole Advisor or our National Service Centre.

By not collecting this information we may be unable to provide your organisation services under the Employment Services Work for the Dole Program/other Programs, provide job seeker referrals and support 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, your organisation consents to our collecting of organisational information about you from:

- government agencies and public sector bodies, employment-related service providers,
- employers,
- recruitment agencies,
- surveys conducted by Employment Plus or on behalf of Employment Plus,
- EPlus Allied Health Services,
- information technology service providers.

## Data quality

EPlus will take reasonable steps to ensure the information we collect about the Work for the Dole Program is accurate, complete, up-to-date and relevant to the functions we perform.

## Data security

EPlus will safeguard the information we collect and store about Work for the Dole against misuse, loss, unauthorised access and modification.

Part of EPlus continuous improvement of our services, EPlus

conducts surveys of organisations to assess our service delivery effectiveness. In order to improve our services you consent to EPlus collecting information about your organisation.

Organisations who wish to access or amend their organisations company information should approach the Work for the Dole Advisor in your region or contact the National Service Centre.

## Your information and third party disclosure

In order to provide you with our services, 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.

EPlus will notify stakeholders about why we collect the information and how it is administered.

## Responsibility

Your organisation's Board/Committee of Management is responsible for adopting this policy.

Your organisation Board/Committee of Management, Supervisors of Work for the Dole Services and all paid staff members, contractors and volunteers are responsible for the implementation of this policy.

## Australian Privacy Principles

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](http://www.salvationarmy.org.au/Privacy).

If you have any questions or concerns about how we manage your privacy, please discuss these with your Work for the Dole Advisor or contact our National Service Centre on 136 123 or email [privacy@aep.salvationarmy.org](mailto:privacy@aep.salvationarmy.org)