



Disability Employment Services Privacy Consent Form V1.3

Privacy and Your Personal Information

Your personal information is protected by law. Under the *Privacy Act 1988* (Cth) (Privacy Act), the Department of Social Services (the Department), its employees, agents and contracted service providers — including your Disability Employment Services (DES) Provider — is regulated in the ways they collect, hold, use and disclose personal information.

Your personal information is collected by your DES Provider on behalf of the Department, which is obligated under the terms of its DES Grant Agreement to comply with the Privacy Act when collecting, using and disclosing your personal information. Your personal information is collected for the purposes of administering DES and providing you with employment services and assistance, including to:

- determine your eligibility for participation in DES, including to assess your work environment requirements;
- assist you to find a job, which is undertaken by DES Providers on behalf of the Department;
- provide you with employment, education and training opportunities;
- assist you, where necessary and appropriate, to obtain specialist DES services;
- evaluate and monitor the programs and services provided to you by DES Providers, the Department and other contracted providers including third party providers;
- contact you about your participation in the DES program, and if applicable, your mutual obligation requirements;
- if necessary and appropriate, contact potential and actual employers on your behalf to negotiate your employment conditions and any specific requirements to ensure your work environment can accommodate your circumstances;
- ensure compliance by DES providers with their obligations under the DES Grant Agreement, including by contacting your employer if you are successful in finding work to verify any claims related to your employment submitted to the Department by your DES provider;
- help to resolve complaints made by you or your DES Provider; and
- include 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 may not be able to provide you with appropriate employment services and assistance.

For the purposes of administering DES and providing you specialised disability support services, your personal information may be collected from, and given to, third parties, including:

- DES Providers;
- the Department of Social Services, Services Australia, the Department of Education, Skills and Employment, the Department of Home Affairs, the Department of the Prime Minister and Cabinet and their respective contracted service Providers, and other Commonwealth agencies or entities as necessary or required;
- contracted providers of other government agencies where those providers are delivering services to you;
- parties who deliver employment services to you; or
- actual and potential employers.

Your personal information will be disclosed between DES Providers in the event you transfer to a different Provider, regardless of the reason.

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.

Department of Social Services' Privacy Policy

The Department's Privacy Policy contains more information about the way the Department will manage your personal information, including information about how you may access your personal information held by the Department and your DES Provider, and seek correction of such information. The Department's Privacy Policy also contains information on how you can complain about a breach of your privacy rights and how the Department will deal with such a complaint.

The Department's Privacy Policy is available on the Department's website at <https://www.dss.gov.au/privacy-policy>. You can also request a copy from the Department via email at DESAdmin@dss.gov.au.

Collection of sensitive information

In order to provide you with appropriate employment services and assistance, your provider may also collect sensitive information, which is a type of personal information. Sensitive information may include details of your cultural or linguistic background, any criminal record, health and medical information, and membership of a professional or trade association.

Declaration by Disability Employment Services (DES) Participant¹

I agree to the collection of my personal information and sensitive information in accordance with this Privacy Notification and Consent form.

Name of person making the declaration: _____

Signature: _____ Date: _____

Declaration by Legal Guardian or Administrator of Participant (if applicable)²

I am the appointed legal Guardian or Administrator of the Participant and as such, I am authorised to sign this declaration for and on behalf of the Participant (please tick box)

Yes

Declaration by Disability Employment Services (DES) Provider

I am an authorised DES Provider and I declare that I have discussed this form and explained to the Participant the reasons why their personal information and sensitive information will be collected, and the purposes for which their personal and/or sensitive information may be used and disclosed in accordance with this Privacy Notification and Consent form.

Name of person making the declaration: _____

Signature: _____ Date: _____

Name of DES Provider (Organisation Name): _____

¹ **Note:** Participants under the age of 18 years can sign this declaration as long as they do not have a legal Guardian or Administrator appointed.

² **Note:** Where the Participant has been appointed a legal Guardian or Administrator, that person must sign this declaration in place of the Participant and check the applicable tick box.



Privacy Notice and Consent Form

**This form is to be used whenever we collect personal information.
It is to be read in conjunction with our Privacy Policy.**

Your privacy is important to us The Salvation Army, a not-for-profit organisation, is committed to upholding its obligations under the *Privacy Act 1988*.

Our privacy policy contains the details Our privacy policy can be found online at <https://www.salvationarmy.org.au/privacy>. It includes information on how you may access and update the personal information we hold about you, the complaints process for a breach of the Australian Privacy Principles, and how we manage the complaints we receive.

Our privacy office is here to help We have a dedicated privacy office responsible for ensuring we adhere to our privacy policy. Their contact details are provided in the privacy policy and are available for your use.

We only collect what we need We collect personal information we believe is reasonably necessary to provide you with the services we offer. This includes information you provide to us on this form, any additional information you provide to our staff verbally or otherwise, and any information we may need to collect about you from third parties on your behalf (if applicable).

You consent to use for related purposes By providing us with this personal information you also consent to our use or disclosure of this personal information for purposes related to the services we provide. Unless permitted or required by law, we will not use this information for any other purpose without your consent.

Your signature acknowledges your understanding By signing this document you:

- Acknowledge you have read and understood the document
- Understand the reasons for the collection of your personal information
- Understand the ways in which your personal information may be used and disclosed
- Acknowledge you provide this personal information to The Salvation Army voluntarily
- Agree to the use and disclosure of your personal information as indicated here
- Acknowledge that the personal information you have provided to us is current

Let us know if your details change You undertake to notify us as soon as practicable if this personal information is no longer current or if your consent for the collection and/or use of the personal information is withdrawn.

Name: _____

Date: _____

Signature: _____

Organisation: _____
(If applicable)