

PRIVACY NOTICE AND CONSENT FORM

ParentsNext is an Australian Government program to help you plan your next steps towards study or work. There are two parts to this Privacy Notice and Consent form:

- **PART A** explains how The Salvation Army Employment Plus (your provider) and the Department of Education, Skills and Employment (the department), handle your personal information as part of the ParentsNext program.
- **PART B** requests consent for your provider and the department to collect and disclose, where required, your sensitive information. This can be to or from other organisations in order to deliver ParentsNext services.

PART A: PRIVACY NOTICE

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act).

Collection of your information

Your personal information, including your name, contact and employment details, is collected by your ParentsNext provider on behalf of the department, other Commonwealth Government agencies (such as Services Australia) and their contracted service providers. Your personal information may be collected directly from you and/or from third parties (including other organisations and Commonwealth Government agencies).

Purpose for collecting your information

Your personal information is collected and used to administer ParentsNext and provide you with appropriate services and assistance, including:

- contacting you about your participation in ParentsNext
- delivering ParentsNext services to you and assistance to help you prepare for education and employment
- evaluating and monitoring the program and services provided to you by the department and your provider
- involving you in surveys conducted by, or on behalf of, the department about your experience in ParentsNext
- helping to resolve any complaints made by you or your provider.

It is important to let your provider know if your contact details or circumstances change, to ensure you get the right support from your provider.

Your provider's ability to provide you with appropriate services and assistance may be affected if you do not provide some, or all of your personal information.

Disclosure of your information

Your personal information may be disclosed to third parties including but not limited to:

- the department's contracted providers
- other Commonwealth Government agencies, and their contracted providers, where those providers are delivering services to you
- other parties who deliver services to you, including Activity Host Organisations
- employers, for example where a provider is arranging a placement for you
- where you agree your personal information can be disclosed to a third party
- where it is otherwise permitted, such as when it is required or authorised by or under an Australian law or a court or tribunal order.

Privacy policies

Your provider's and the department's privacy policies explain how to access and correct your personal information or make a complaint about how your personal information is used as part of your participation in ParentsNext. Our privacy policies are located at dese.gov.au/privacy and <http://www.salvationarmy.org.au/Privacy/>.

To contact the department about your personal information, email privacy@dese.gov.au.

PART B: CONSENT FORM

As part of your participation in the ParentsNext program, your provider The Salvation Army Employment Plus may need to contact other third parties or organisations to help you achieve your education and employment related goals. Other third parties include:

- an interpreter or nominated contact
- community organisations such as family support, or health services
- training and education organisations
- employers or potential employers.



To tailor services and assistance to your individual circumstances, your provider may need to disclose your personal information to, and collect your personal information from, these organisations.

Any personal information collected by your provider may be accessed by the department to facilitate your participation in the ParentsNext program or assess your provider's performance.

Personal information collected and disclosed may include 'sensitive information', such as your cultural or linguistic background, religious beliefs, criminal record, health information or membership of professional/trade associations.

CONSENT TO COLLECT AND DISCLOSE SENSITIVE INFORMATION

To comply with the Privacy Act, your provider and the department needs your consent to:

- collect your sensitive information
- disclose your sensitive information to third parties, where required.

GIVING YOUR CONSENT IS VOLUNTARY

If you do not give consent, your provider and the department will not collect or disclose your sensitive information unless otherwise permitted under the Privacy Act.

If you do not consent, or if you withdraw your consent, there will be no consequences. While you will still need to participate in ParentsNext, the assistance and services you receive may be limited.

If you do give consent, you can withdraw your consent at any time by contacting your provider.

CONSENT RECORD

By signing below, I agree to:

- my provider and the department collecting and disclosing my sensitive information, including from/to relevant organisations such as community, training and education organisations or employers to receive tailored ParentsNext services and assistance. This authority will remain valid for the duration of your participation in ParentsNext.

Tick the box if you would like to be told the name of the organisation before your sensitive information is collected from, or disclosed to, that organisation.

Name: _____

Signature: _____

Date: _____

Declaration by Legal Guardian or Administrator of Participant (where applicable)

I am the appointed legal guardian or administrator of the Participant and am authorised to agree to provide consent for, and on behalf of, the Participant. **Please tick box: Yes**

Note: Individuals under the age of 18 can sign this declaration if they do not have a guardian or administrator appointed. If an individual has an appointed guardian or administrator, the guardian or administrator should sign the declaration.