

This form has been prepared in English and therefore the English version will prevail and be binding even though a translated version may also be provided to you.

We are the Pacific Labour Facility (PLF), a project team dedicated to the Pacific Labour Scheme (PLS), acting under the legal entity Palladium International Pty Ltd ACN 010 020 201 (Palladium). We have been appointed to manage the PLS on behalf of the Australian Government Department of Foreign Affairs and Trade (DFAT). This form includes 3 parts: a privacy notice, a personal information consent form and a media consent form.

This notice tells you how the PLF and DFAT will use your information.

PART 1: PRIVACY COLLECTION NOTICE

This notice describes how the PLF and DFAT collect, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act) for the primary purpose of administering, managing and evaluating the Australian labour mobility program, the PLS.

We need your consent to use your sensitive information.

Types of personal information collected

Personal information collected includes (but is not limited to) your name, date of birth, contact details, education and employment history, and details of your personal circumstances. Sensitive information collected includes your cultural or language backgrounds, criminal history and medical information. DFAT and the PLF need your consent in order to collect, use and disclose your sensitive information.

We will use your information to (among other things):

- recruit and mobilise you
- promote the PLS
- support you while in Australia and resolve complaints
- monitor, evaluate and report on the PLS.

Collecting your personal information

Personal information (including sensitive information) you provide to the PLF/DFAT will be collected for the purpose of administering, managing and evaluating the PLS, including (but not limited to):

- assessing your suitability to participate in the PLS and undertake activities and employment opportunities;
- promoting the PLS;
- providing you with appropriate assistance in relation to the PLS;
- contacting you about your participation in the PLS, including through SMS alerts (i.e. health and travel advice, emergency alerts, tax information, invitations to PLS events), phone calls, emails;
- resolving complaints relating to the PLS;
- investigating any breaches of law, including the Fair Work Act 2009 (Commonwealth);
- evaluating and monitoring the PLS and related services provided to you by DFAT, the PLF and your approved employer;
- reporting on and managing individual worker welfare matters;
- responding to critical incidents;
- research related to the PLS;
- your participation in surveys conducted by DFAT or the PLF or on DFAT's or the PLF's behalf relating to the PLS, during or after your participation in the PLS; and
- keeping internal records and adhering to reporting requirements.

We will collect your information from:

- you
- your government
- your employer and referees
- Australian government agencies
- the PLF
- other organisations and people.

Typically your personal information (including sensitive information) will be collected by the PLF/DFAT: directly from you or your local labour sending unit; from your approved employer; from DFAT (by the PLF) and from the PLF (by DFAT). However, your personal information (including sensitive information) may also be collected by the PLF/DFAT from:

- publicly available sources;
- Australian government agencies and departments (including licensed recruitment agents);
- non-government agencies and private organisations;
- your referees; and
- any other person, agency or organisation which may be able to contribute information relevant to your suitability to participate in the PLS.

If your personal information (including sensitive information) is not collected the PLF and

DFAT cannot ensure you are provided with the appropriate assistance and their ability to assess your suitability to participate in the PLS or manage your participation in the PLS will be limited. This may affect your ability to participate in the PLS.

We may need to share your information with other people and organisations.

Disclosing your personal information

Your personal information (including sensitive information) may be used and disclosed by the PLF and DFAT for the purposes outlined above, during and after your participation in the PLS. It may be disclosed to:

- the PLF (by DFAT);
- DFAT (by the PLF);
- government, ministries and agencies of your home country;
- different areas within DFAT, including the relevant Australian Embassy/High Commission, Pacific bilateral desks, Pacific Labour Mobility and Skills Policy Section (PLM Section) and in the event of any changes in DFAT's organisational structure, any sections which perform, in the future, similar functions or activities to the PLM Section in relation to the PLS;
- other Australian Government departments and agencies, including (but not limited to) the Department of Home Affairs, the Fair Work Ombudsman, the Department of Education, Skills and Employment, the Australian Taxation Office, and the Department of Health;
- Australian State and Territory government departments and agencies;
- High Commissioners, DFAT country desks and posts;
- contractors or external service providers used by the PLF in relation to the PLS and for the general operation of the PLF (including IT service providers);
- law enforcement agencies, including (but not limited to) the Australian Federal Police and State and Territory law enforcement agencies;
- Ministers and their offices, members of Australian parliaments, and parliamentary committees;
- diplomatic missions and consulates within Australia;
- workplace health and safety and workers compensation agencies (including their respective contracted service providers) and/or health insurance providers, where those providers are delivering services to you;
- universities, colleges, schools and other educational or training institutions for research and educational purposes;
- global bodies and institutions for research purposes;
- any other person, agency or organisation which may be able to contribute to information relevant to your suitability to participate in the PLS; and
- your nominated next of kin, if you are involved in a critical incident.

Your personal information (including sensitive information) may be disclosed to third parties operating outside Australia, including Australian external territories, your home government, non-government agencies and/or individuals who are able to contribute information relevant to your suitability to participate in the PLS, for the purposes outlined above.

The PLF and DFAT have privacy policies that outline how we will use your information. You can find out more from our websites.

Privacy Policies

The PLF's Privacy Policy contains further information about how you can access your personal information, seek correction of that information, and complain about a breach of the Australian Privacy Principles.

The PLF Privacy Policy is available at: <https://pacifclabourmobility.com.au/privacy/>.

DFAT's Privacy Policy contains further information about how you can access your personal information, seek correction of that information, and complain about a breach of the Australian Privacy Principles or the Australian Government Agencies Privacy Code. The DFAT Privacy Policy is available at: <https://dfat.gov.au/about-us/corporate/privacy/Pages/privacy.aspx>.

Further information

If you would like more information these privacy practices, please contact the PLF at enquiries@pacifclabourfacility.com.au.

If you sign this form, you understand:

- how your information will be used – including who it could be shared with
- the PLF and DFAT are not responsible for how your data is used overseas
- your information could be used for research by universities or international organisations.

PART 2: YOUR DECLARATIONS AND CONSENT

By signing this form below, I declare that:

- I have read, understood and agree to the collection, use and disclosure of my personal information (including sensitive information) in accordance with the Privacy Collection Notice above and these declarations and consents.
- I understand my personal information (including sensitive information) collected by the PLF and DFAT in connection with the PLS may be disclosed to third parties operating outside Australia, including Australian external territories and that for the purposes of reporting on and managing individual worker welfare and responding to critical incidents this may include the disclosure of my health and medical information (e.g. to High Commissioners, DFAT country desks and posts).
- I understand that if I consent to the disclosure of my personal information (including sensitive information) to overseas third-party recipients, Australian Privacy Principle 8.1 will not apply to such disclosures of my personal information (including sensitive information) pursuant to Australian Privacy Principle 8.2(b). I understand this means the PLF and DFAT will not be required to take reasonable steps to ensure the relevant overseas third-party recipients do not breach the Australian Privacy Principles and if the overseas third-party recipient handles my information in a way that breaches the Australian Privacy Principles, the PLF and DFAT will not be accountable under the Privacy Act and I will not be able to seek redress under the Privacy Act.
- In providing my consent, I understand that countries outside of Australia do not always have the same privacy protection obligations as Australia in relation to personal information (including sensitive information). This means I may not be able to seek redress for breaches of my privacy in these overseas jurisdictions.
- In providing my consent, I understand the relevant overseas third-party recipients, subject to foreign laws, could compel the disclosure of my personal information (including sensitive information) to a third party, such as an overseas authority.
- Having read and understood the above information I consent to the disclosure of my personal information (including sensitive information) by the PLF and DFAT to any relevant overseas third-party recipients on the basis that such disclosure is for the purposes of administering the PLS.
- I understand that the PLF and DFAT may wish to carry out research in connection with the PLS. I consent to PLF and DFAT disclosing my personal information (which may include sensitive information) to third parties (such as universities and global bodies like the World Bank) for research purposes related to the PLS and to such third parties contacting me for research purposes related to the PLS, using the contact details I provide to the PLF and/or DFAT.

If you do not consent to the disclosure of some or all your personal information (including sensitive information) to overseas third-party recipients by the PLF and/or DFAT; and/or third parties for research purposes related to the PLS, please notify the PLF and DFAT as soon as possible.

Signature:

Participant name:

Witness name:

Participant signature:

Witness signature:

Date:/...../.....

Date:/...../.....

The PLF, DFAT and Palladium may produce media products on the PLS that are shared in:

- newspapers and magazines
- reports
- television
- radio
- internet
- social media (Facebook, YouTube, Twitter).

PART 3: MEDIA CONSENT

DFAT, the PLF and Palladium may produce media releases, case studies or publications and run public awareness campaigns from time to time in Australia and overseas for the purposes of:

- publicising the PLS independently or in conjunction with other agencies;
- informing stakeholders of changes and events in relation to the PLS; and
- familiarising the general public with the role and structure of DFAT, including its aid investments.

In doing so, this may involve the production and distribution of promotional materials through various channels, including:

- external publications, such as newspapers and magazines;
- departmental publications, such as annual reports, posters, brochures, booklets and displays;
- television and radio segments or advertisements; and
- intranet/internet sites, official social media platforms, i.e. YouTube, Twitter and Facebook.

Any use of your information or images in these materials will be done in accordance with DFAT’s Privacy Policy, the PLF’s Privacy Policy and Palladium’s Privacy Policy (<https://thepalladiumgroup.com/privacy>). Other than as may be ascertained from images of you, your sensitive information will not be used for this purpose.

The copyright in images used for these purposes vests in the Commonwealth Government (i.e. DFAT).

Declaration by Pacific Labour Scheme participant (only sign one of the below)

I **do** give permission for my information and images in which I appear to be used by DFAT, the PLF (DFAT’s managing contractor for the PLS) or Palladium for publications and public relations activities.

In particular, I note that this may include use in print and electronic media, including the internet and official social media platforms. I understand that DFAT, the PLF and Palladium will not be accountable should overseas recipients of the images breach Australian privacy laws and that I will not be able to seek redress under the Privacy Act.

I have read and understand this notice and consent to the collection, use and disclosure of my image, including disclosure to overseas recipients, as outlined.

Signature:

Participant name:

Participant signature:

Date:/...../.....

If you DO give your permission for your information and photo to be used for media products, sign here.

OR

I **do not** give permission for my information and images in which I appear to be used by DFAT, the PLF (DFAT’s managing contractor for the PLS) or Palladium for publications and public relations activities.

Signature:

Participant name:

Participant signature:

Date:/...../.....

If you DO NOT want your information and photo to be used for media products, sign here.