



Pacific Australia Labour Mobility (PALM) scheme WORKER PRIVACY NOTICE AND CONSENT FORM

The Department of Employment and Workplace Relations (**DEWR**) is responsible for managing the PALM scheme (**the scheme**). The scheme aims to address labour shortages by offering a reliable workforce to Australian employers who, despite their commitment to employing Australian job seekers, have an unmet demand for labour.

This form includes 2 parts: (1) a privacy notice and (2) a consent form.

PART 1: Privacy Notice

Summary

DEWR may collect, use and share your personal information to:

1. assess your application and manage your participation in the scheme
2. manage and respond to health, wellbeing and other concerns and issues that may affect you or others in the scheme
3. manage approved employers' participation in the scheme, and evaluate the scheme.

We may collect and share your information with other parties. This may include approved employers, Australian government agencies and your home country's government.

For more detail, read the below notice and DEWR's privacy policy www.dewr.gov.au/privacy

This notice explains how DEWR and its agents and contractors (referred to collectively as DEWR) manage personal information collected about you in accordance with the *Privacy Act 1988* (**Privacy Act**).

Why DEWR collects your information

DEWR collects your personal information for the purpose of administering and managing the scheme, including to:

- assess your application and manage your participation in the scheme
- manage and respond to health, wellbeing and other concerns and issues that may affect you or others in the scheme
- manage approved employers' participation in the scheme, and evaluate the scheme.

What types of information might DEWR collect about you

- **Personal information:** Name, date of birth, contact details (including email, phone and address from your home country and in Australia), emergency contacts, signature, identity documents, education and employment information, skills and language assessments.
- **Sensitive Information:** Health information, criminal history, biometric (fingerprints and or passport photograph) and cultural information (racial or ethnic origin, or religious or philosophical beliefs).

How does DEWR collect your information

DEWR will collect this information directly from you and third parties such as:

- approved employers
- recruitment agents, labour sending units and your home government
- Australian government agencies that are involved in the PALM scheme



- education institutions, health providers or parties that may administer tests
- public sources of information,
- other third parties that may be engaged by DEWR or the Department of Foreign Affairs and Trade (DFAT) to assist with the scheme, or may be able to provide information relevant to your suitability to participate in the scheme.

If personal information is not collected

If you do not consent to DEWR collecting your personal information, or you withdraw your consent, you **will not** be able to participate in the scheme or continue to participate in the scheme.

How DEWR will use and share your information

DEWR will use and share your personal information to administer and manage the scheme, including to:

- assess your application and manage your participation in the scheme
- manage and respond to health, wellbeing and other concerns and issues that may affect you or others in the scheme
- manage approved employers' participation in the scheme, and evaluate the scheme.

DEWR may also use and share your personal information to enable contact with you about participating in third party authorised research. Only the minimum amount of personal information will be used or shared with authorised researchers for this purpose. If you are contacted about participating in such research, you can refuse to participate and there will be no impact on your application or participation in the scheme.

Who DEWR will share your information with

DEWR may share your personal information, during and after your participation in the scheme, with:

- approved employers
- agents and contractors of DEWR and DFAT
- Australian Government, State and Territory Departments, Agencies and Councils
- the government of your home country, or other countries you have lived in
- law enforcement agencies, including Federal, State and Territory law enforcement agencies
- ministers and their offices, members of Australian parliament, and parliamentary committees
- country liaison officers, diplomatic missions and consulates within Australia
- doctors, hospitals and other emergency services personal where required to provide you with medical assistance or services
- workplace health and safety and workers compensation agencies 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 scheme
- your nominated emergency contact person, if you are involved in a critical incident.



Overseas disclosure

By signing Part 2 of this form, you consent to the disclosure of your personal information (including sensitive information) to recipients outside of Australia.

DEWR will not be responsible under the Privacy Act for how the recipients located outside of Australia handle your personal information. The laws of the other country will apply, and these laws may not provide the same privacy obligations or rights in relation to the handling of personal information. This means you may not be able to seek redress for breaches of privacy in these jurisdictions. The laws of the other country could also compel a recipient located outside Australia to disclose personal information (including sensitive information) to a third party, such as an authority of another country.

DEWR's Privacy Policy and contact details

DEWR's Privacy Policy, including information about how to make a complaint and seek access to or correction of your personal information, can be found at www.dewr.gov.au/privacy or by requesting a copy from the department at privacy@dewr.gov.au. For help and advice in relation to the scheme, you can call the PALM scheme support service line on 1800 51 51 31, or email palm@dewr.gov.au.

PART 2: Consent form

DEWR seeks your consent to certain collections and disclosures of your personal information. If you do consent, you can withdraw your consent at any time.

Participation in the scheme is voluntary. However, if you **do not agree** to DEWR collecting and disclosing your personal information as set out below, or withdraw your consent, DEWR **will not be able to**:

- assess your application and manage your participation in the scheme
- manage and respond to health, wellbeing and other concerns and issues that affect you
- manage approved employers' participation in the scheme.

I declare that I understand and consent to:

- DEWR collecting my sensitive information, as set out in Part 1 of this form (Privacy Notice).
- DEWR collecting my personal and sensitive information from third parties, as set out in Part 1 of this form (Privacy Notice).
- DEWR and its agents sharing my personal and sensitive information with parties located overseas, understanding that DEWR will not take steps to ensure that those parties comply with the Privacy Act (under APP 8.1), the privacy protections may differ in other countries and DEWR is not responsible for how this data is handled once it is overseas.

Signature:

Participant name:

Participant signature:

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