

Privacy Collection Statement

The Pacific Australia Labour Mobility (PALM) scheme is an Australian Government initiative run by the Department of Employment and Workplace Relations (DEWR).

What is personal information?

Personal information is information or an opinion about an individual. Personal information includes a person's name and contact details.

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

Who collects applicants' personal information?

Your personal information will be collected directly by DEWR, the Department of Foreign Affairs and Trade (DFAT) and/or its managing contractor.

Purpose of collecting your personal information

DEWR will collect your personal information for the purposes of administering the PALM scheme, including:

- assessing applications to become a PALM scheme employer
- program deed administration
- sending SMS alerts related to the PALM scheme
- program evaluation and research, and
- facilitating the appropriate monitoring of the safety of premises associated with the PALM scheme.

Who personal information is collected from and disclosed to

DEWR may collect personal information from and disclose personal information to:

- your referees/community contacts
- Commonwealth agencies and their contracted providers, including, but not limited to
 - the Department of Foreign Affairs and Trade
 - the Department of Home Affairs
 - the Fair Work Ombudsman
 - the Department of Health and Aged Care
 - the Australian Taxation Office
 - the Australian Federal Police
 - the Australian National Audit Office; and/or
- state or territory agencies and their respective contracted providers, including, but not limited to
 - law enforcement agencies
 - health agencies
 - workplace health and safety agencies
 - workers compensation agencies; and/or
- local governments and their authorities
- Ministers and their offices, members of the Australian parliament and parliamentary committees
- diplomatic missions and consulates within Australia
- universities, colleges, schools and other educational or training institutions; and

- any other person, agency or organisation which may be able to contribute information relevant to your suitability to participate in the PALM scheme

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

If personal information is not collected

If you do not provide some or all the personal information requested in the application form, DEWR may not be able to adequately assess your suitability, and therefore the processing of your application and your participation in the PALM scheme may be impacted.

Collection of sensitive information

Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, and health, genetic or biometric information.

We need your consent to collect your sensitive information unless the collection is otherwise permitted under the Privacy Act. You do not have to consent to the collection of your sensitive information. If you do consent, you can withdraw your consent at any time.

Overseas disclosure of personal information

For the purposes outlined above, DEWR and its agents may disclose the personal information collected about you or from you, including the name and contact details of the individuals nominated by you as relevant contacts, to third parties operating outside Australia, including Australian external territories, foreign governments, non-government agencies and/or individuals who are able to contribute information relevant to your suitability to participate in the relevant program.

DEWR seeks your consent to disclose your personal and sensitive information to recipients outside of Australia. This consent may be obtained by your employer or other contact person who provides your information to DEWR in connection with the PALM scheme.

These overseas recipients may not have the same privacy protection obligations as in Australia for personal information.

By submitting this form, you confirm that you consent to your personal information being disclosed overseas and that you will always gain consent of other individuals to the overseas disclosure of their personal information prior to providing information about them. By providing consent it means that DEWR will not take steps to ensure that the overseas recipients comply with the Australian Privacy Principles.

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 contains further information about how you may access and seek correction of personal information and how you can make a privacy-related complaint and the complaint-handling process.



DEWR's Privacy Policy is available at: dewr.gov.au/privacy. Alternatively, you can request a copy from DEWR by sending an email to privacy@dewr.gov.au. For help and advice in relation to the PALM scheme, you can call the PALM scheme support service line on 1800 51 51 31, or email palm@dewr.gov.au.

Please tick the box below to indicate you have read and understood the privacy statement and the linked Privacy Policy.

☐ Yes

Privacy consent and declaration

DEWR seeks your consent to certain collections and disclosures of your personal information. 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 **may not be able** to assess you or your employer's application or manage you or your employer's participation in the scheme.

By submitting the PALM scheme employer application form, you confirm that:

- If you provide your own sensitive information in this application form, or otherwise as part of your participation in the relevant program, you consent to the collection of your sensitive information, in accordance with the above Approved Employer Privacy Collection Statement
- if you provide another person's or other peoples' personal information in this form, or otherwise as part of your participation in the relevant program, the individual/s to whom the personal information, including sensitive information, relates has/have:
 - been made aware of the above Approved Employer Privacy Collection Statement, the DEWR Privacy Policy and advised to familiarise themselves with the content of these documents
 - consented to DEWR collecting, using and disclosing their personal and sensitive information in accordance with the Approved Employer Privacy Collection Statement
 - consented to DEWR disclosing their personal information overseas without taking steps to ensure that the overseas recipients comply with the Australian Privacy Principles.
- you understand that overseas recipients may not be subject to laws which protect your information in a similar way to the Privacy Act, which means you may not be able to seek redress in a foreign jurisdiction.
- you understand that overseas recipients may also be subject to a law which compels them to disclose your information to a third party, and
- having read the above points about overseas disclosure:
 - you agree that DEWR is not required to ensure that overseas recipients handle your personal information in compliance with the Australian Privacy Principles and, we will not be accountable if any overseas recipient contravenes the Australian Privacy Principles
 - you consent to the disclosure of your personal information outside of Australia. If you do not consent, please contact us to discuss this and don't select 'yes' below.

Please tick the box below to indicate you have read and agree to the privacy consent and declaration.

☐ Yes

