



Australian Government



Finding careers for people with disability

Inclusive Employment Australia Privacy Notification and Consent Form

Privacy Statement

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 Inclusive Employment Australia provider — is regulated in the ways they collect, hold, use and disclose your personal information.

Your Inclusive Employment Australia provider is obligated under the terms of its Inclusive Employment Australia Deed to comply with the Privacy Act when collecting, using, and disclosing your personal information collected on behalf of the Department.

Your personal information has or will be collected:

- by your Inclusive Employment Australia provider on behalf of the Department; or
- by the Department directly. For example, the Department may collect your personal information from a third-party, including another Commonwealth Government agency, if authorised or required by law.

Your personal information (including sensitive information) is collected and managed for the primary purpose of administering, managing and regulating the Inclusive Employment Australia program. This includes under any future variation of the Inclusive Employment Australia program (e.g. if the name of the program is changed or if amendments are made to the legislative framework under which the program operates).

Information collected

The following categories of personal information (including sensitive information) may be collected:

- Your personal and contact details, such as your name, date of birth, phone number, email address, residential address, postal address, personal and living circumstances.
- copies of your identity documents, certain identification numbers e.g. your Services Australia Customer Reference Number (CRN);
- your advocate or nominee's contact details
- your employment status, history and information, such as work experience and number of hours worked;
- education and training history;
- your participation in other employment programs or activities;
- your culture and/or ethnic background and any languages you speak;
- your Australian residency status;
- your health, disability and medical information;
- any help or supports you need;
- your criminal record or criminal history;
- your income support or allowances and your Mutual Obligation Requirements; and
- any other information you provide to your Inclusive Employment Australia provider or other providers and third parties in the course of your participation in the Inclusive Employment Australia program.

How your personal information will be used and disclosed

Your personal information may be used or disclosed for the primary purpose of administering, managing and regulating the Inclusive Employment Australia program.

Your information may be used to:

- determine if you are eligible to participate in Inclusive Employment Australia and to assess your work needs;
- verify your identity and information provided;
- help you prepare for, find, and maintain employment, including through education, training, or specialist supports;
- assess the programs and services provided to you by Inclusive Employment Australia providers, the Department and other contracted providers or third-party providers;
- if applicable, discuss your mutual obligation requirements with yourself and third parties as required;
- contact potential employers to discuss the work environment and check the employer can meet your needs;
- contact your employer if you find a job (your Inclusive Employment Australia Provider may do this with your consent, to verify any claims related to your employment);
- provide information to a nominee, interpreter or any other person authorised to act on your behalf;
- help to manage and resolve complaints made by you or your Inclusive Employment Australia provider;
- undertake fraud, compliance, reporting, or other regulatory functions as required by law and the Inclusive Employment Australia Deed to ensure the integrity of the program;
- include you in surveys or research conducted by the Department or on behalf of the Department;
- support broader research and policy development being undertaken by Government agencies, other organisations and/or third parties (such as Universities) to better understand and meet the needs of participants; and
- undertake other functions authorised or required by law, including, but not limited to the *Social Security Act 1991*, the *Social Security (Administration) Act 1999*, the *Disability Services Act 1986*, the *Disability Services and Inclusion Act 2023* and the *Freedom of Information Act 1982*.

Your personal information may be collected from, and disclosed to, third parties, including:

- Inclusive Employment Australia providers, JobAccess or other employment service providers;
- parties who deliver employment such as actual and potential employers, employment-related, or other services and supports to you;
- Health care professionals including the National Panel of Assessors, JobAccess Professional Advisors or other qualified health and allied health professionals, including those conducting assessments;
- the Department of Social Services, Services Australia, the Department of Employment and Workplace Relations, their respective contracted service providers, and their respective portfolio ministers, as well as other Commonwealth agencies, or entities as necessary, authorised or required by law;
- contracted providers of government agencies or other entities and services funded to provide services as part of Inclusive Employment Australia, including the National Panel of Assessors, JobAccess, the National Customer Service Line, the Complaints Resolution and Referral Service, and any other complaint and query handling and service delivery bodies;
- Government agencies (including their contracted service providers) and other organisations and third parties (for example, Universities) collecting data for research, policy development, delivery of services and reporting purposes.

Your personal information will be shared between Inclusive Employment Australia providers if you transfer to another 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.

Consequences of not providing personal information

If you do not provide some or all of your personal information, your Inclusive Employment Australia Provider and the Department may not be able to provide you with services suited to your needs, and you may ultimately be prevented from participating in the Inclusive Employment Australia Program.

Withdrawing consent

You can withdraw consent at any time, by talking to your provider. Please note that doing so may limit the services available to help you find and keep a job, and may affect your participation in Inclusive Employment Australia program.

If you have mutual obligation requirements this would mean you will stop receiving services and may cause your income support payment to stop. If you withdraw consent, your personal information will no longer be handled by your provider to provide you Inclusive Employment Australia services, but will remain in the ICT System and may be handled as required or authorised by law.

Further information

The participant webpage/information pack contains more information about Inclusive Employment Australia and how your information will be handled. This information is available on the Department's website at [DSS – Participant Privacy](#).

The Department's Privacy Policy outlines how your person information is managed, accessed, and updated, and includes details on how to make a complaint under the Australian Privacy Policy.

The Department's Privacy Policy is available on the Department's website at [DSS - Privacy Policy](#). You can also request a copy from the Department via email at enquiries@dss.gov.au.

If you have any questions about this document you may reach out to your provider or contact the Department at enquiries@dss.gov.au

Declaration by Inclusive Employment Australia Participant¹

By signing below, I confirm that:

- I have read (or have had read to me) the information outlined in this Privacy Notification and Consent Form and the declaration below, and understand it.
- I have read, understood, and agree to the collection, use and disclosure of my personal and sensitive information in accordance with this form and in the Department's Privacy Policy [Privacy Policy | Department of Social Services](#).
- I have been fully informed about Inclusive Employment Australia, including its purpose and examples of activities in which I may be expected to participate in.
- I understand that my records may be transferred to a new provider if my Inclusive Employment Australia provider cannot provide services to me for any reason, including a change of address.
- I have had the opportunity to ask my Inclusive Employment Australia provider questions about Inclusive Employment Australia and information in this form.

I agree to the collection of my personal and sensitive information, in alignment 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 ☐

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.

Declaration by Inclusive Employment Australia provider

By signing below, I confirm that:

- I am an authorised Inclusive Employment Australia provider.
- 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 that information may be used and disclosed.
- I have explained that if needed, to help the participant in any way, that their personal information and sensitive information may be used by the Department or given to other parties in accordance with this Privacy Notification and Consent Form.
- I have answered any questions the Participant has about Inclusive Employment Australia and the information contained in this form. I have let the Participant know where they can get further information.
- The information about the participant, as entered on this form and in the Department's IT system, is true and correct to the best of my knowledge.
- I am satisfied that the Participant understands how their personal information will be handled in accordance with the privacy information in this form.
- I am satisfied that the Participant or their Legal Guardian or authorised nominee has provided valid consent to how their personal information will be handled in accordance with the privacy statement/privacy collection notice in this form.

Name of person making the declaration: _____

Signature: _____ Date: _____

Name of Inclusive Employment Australia provider (Organisation Name):
