



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.

This form has been prepared in English. A translated version may also be provided to you.

PART 1: Privacy Notice

Summary

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

1. assess your application for the Scheme
2. manage your participation in the Scheme
3. evaluate and promote the Scheme.

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

For more detail, read the below notice and DEWR's privacy policy <https://www.dewr.gov.au/about-department/resources/dewr-privacy-policy>

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 for the Scheme,
- manage your participation in the Scheme, and
- evaluate and promote the Scheme.

What types of information will DEWR collect about you

To administer and manage the Scheme, DEWR collects personal information, including:

- full name
- date of birth
- contact details including email, phone number and address (overseas and in Australia)
- education and employment information
- passport details and visa information
- English language test and skills assessment results.

DEWR may also collect sensitive information, including:

- language and cultural background information
- health information (e.g. medical history, test results, reports about incidents in Australia containing information about injury or illness)



- any criminal history information (e.g. police checks).

DEWR seeks your consent to the collection of sensitive information. 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.

How does DEWR collect your information

DEWR will collect this information directly from you and from other people such as:

- your approved employer
- your recruitment agent
- your local labour sending unit
- the government of your home country, or other countries you have lived in
- approved parties who administer tests
- your referees
- Australian Government Agencies and Departments, such as the Department of Foreign Affairs and Trade (**DFAT**), the Department of Home Affairs (**Home Affairs**), the Fair Work Ombudsman, the Australian Federal Police (**AFP**), the Australian Taxation Office (**Tax Office**) and the Department of Health (**Health**)
- non-government agencies and private organisations including those engaged by DEWR to assist with the Scheme,
- any other person, agency or organisation which may be able to contribute information relevant to your suitability to participate in the Scheme
- publicly available sources.

If DEWR does not collect your personal information, DEWR may be limited in its ability to manage your participation in the Scheme. This may affect whether you are able to participate in the Scheme or not.

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 for the Scheme
- manage your participation in the Scheme
- investigate, manage and report on workplace issues and respond to incidents.

If you agree by signing the consent form (Part 2), DEWR and its agents may share your information to:

- promote the Scheme and the work of DEWR in Australia and overseas,
- carry out academic and development research, including to evaluate the Scheme.

DEWR will generally disclose information for academic and development research in a de-identified format. However, to the extent that personal information is disclosed for academic and development research, it will be disclosed in accordance with the department's obligations under the Privacy Act and the terms of this Privacy Notice.

Who DEWR will share your information with

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

- your approved employer
- agents and contractors of DEWR
- 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 the AFP and State and Territory Law enforcement agencies
- Ministers and their officers, members of Australian parliament, and parliamentary committees
- diplomatic missions and consulates within Australia
- 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 next of kin, if you are involved in a critical incident.

If you provide consent to the disclosure of your personal information (including sensitive information) overseas, DEWR will not be required to take reasonable steps to ensure that the overseas recipient does not breach the Privacy Act, including the Australian Privacy Principles.

DEWR's Privacy Policy and contact details

DEWR's Privacy Policy (available at <https://www.dewr.gov.au/about-department/resources/dewr-privacy-policy>) contains important information including:

- how you can access and correct personal information DEWR holds about you
- how you can complain about a privacy breach.

To request a copy of DEWR's Privacy Policy email: privacy@dewr.gov.au



PART 2: Personal information, research and media consent

DEWR seeks your consent to collect, use and share your personal information for certain purposes.

Administering and Managing the Scheme

Participation in the Scheme is voluntary. However, if you do not agree to DEWR collecting and sharing your personal information with other parties, DEWR may not be able to:

- assess your application for the Scheme.
- manage your participation in the Scheme.

I declare that I understand and consent to (please tick to give consent):

<input type="checkbox"/>	DEWR collecting my sensitive information for the purpose of administering and managing the Scheme, as set out in Part 1 of this form (Privacy Notice).
<input type="checkbox"/>	DEWR collecting my personal information (including sensitive information) from other people, for the purpose of administering and managing the Scheme, as set out in Part 1 of this form (Privacy Notice).
<input type="checkbox"/>	<p>DEWR and its agents sharing my personal information with third parties located overseas, for the purposes of administering and managing the Scheme, as set out in Part 1 of this form (Privacy Notice).</p> <p>If I provide consent, DEWR will not be responsible under the Privacy Act for how the overseas party handles my personal information. I understand that the laws of the overseas country will apply, and countries outside of Australia do not always have the same privacy obligations 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. The laws of the overseas country could also compel an overseas party to disclose my personal information (including sensitive information) to a third party, such as an overseas authority.</p>



Research and media activities

Participation in research and media activities is voluntary. Whether I agree to participate in research and media activities will not impact DEWR’s assessment of my application or my participation in the Scheme.

I declare that I understand and consent to (please tick to give consent):

<input type="checkbox"/>	DEWR and its agents using and sharing my personal information to promote the Scheme. If I provide consent, DEWR may use my image or other personal information in print and electronic media, including the internet and social media.
<input type="checkbox"/>	DEWR and its agents using and sharing my personal information for research purposes, including to evaluate the Scheme.
<input type="checkbox"/>	Third parties contacting me for research purposes related to the Scheme, using the contact details I provided in my application for the Scheme.

Signature:

Participant name:

Witness name:

Participant signature:

Witness signature:

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

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