



## Supervisor Application Privacy Notice

The Supervisor Application Privacy Notice below provides specific information about how the Department of Employment and Workplace Relations (the 'Department') handles your Personal Information through use of the Supervisor Application.

### 1. Purpose for collecting Personal Information

The Department collects Personal Information of Supervisor Application users for the purposes of allowing users access to the Supervisor Application, and to monitor and help ensure attendance of employment services participants at Activity Services including (a) that Activity Services have been undertaken and (b) to record whether a participant has attended or not attended an Activity Service. Activity Service is defined below.

If you do not provide some or all of the required Personal Information, you may not be able to use the Supervisor Application.

Activity Services includes for example, Employability Skills Training, Work for the Dole, Career Transition Assistance and any activities that support the assignment of a Supervisor in either Workforce Australia Online for Providers or Employee Self Service Web portal.

### 2. Personal Information collected and how it is collected

The Personal Information the Department collects are (a) your name and (b) your email address.

The Department collects your Personal Information through your eSAM and myID account.

The Department is relying on the consent controls and collection notice provided by the authentication process in your eSAM account and myID account for the purpose of obtaining your consent and informing you about the proposed use and disclosure of your Personal Information.

### 3. Disclosure of your Personal Information

The Department will disclose your Personal Information to employment services providers to enable them to undertake their duties in providing employment services to participants such as assigning supervision of an activity.

#### **4. Overseas disclosure**

The Department will not disclose your Personal Information outside of Australia.

#### **5. Access to and correction of your Personal Information**

If you wish to access and correct your Personal Information, you must do so through your:

- (a) eSAM account, to update your email address; or
- (b) myID account, to update your first and last name.

Please also have a read of our [Privacy Policy](#) that contains our process for handling a correction request.

#### **6. Complaints or questions**

If you think we may have breached your privacy you may make a complaint to [privacy@dewr.gov.au](mailto:privacy@dewr.gov.au). To ensure that we fully understand the nature of your complaint and the outcome you are seeking, we prefer that you make your complaint in writing.

For further information about our complaint handling processes please refer to <https://www.dewr.gov.au/about-Department/resources/dewr-privacy-complaints-handling-procedures>

#### **7. Additional information**

For information about the Department's broader approach to handling Personal Information, please see the Department's [Privacy Policy](#).