



Australian Skills Guarantee

Privacy Notice

This privacy notice is intended to be distributed to Apprentices, Trainees and ICT cadets working on procurements subject to the Australian Skills Guarantee (Skills Guarantee) Procurement Connected Policy (PCP).

Personal information

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

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

Collection of information

Your personal information is collected by the Australian Government Department of Employment and Workplace Relations (the department) from other Commonwealth agencies, and their Suppliers and Sub-contractors, when reporting on performance against Skills Guarantee PCP targets.

Purpose

The Australian Skills Guarantee sets national targets for Apprentices, Trainees, ICT cadets and Women working on Australian Government funded major projects. Further information is available on the department's website: <https://www.dewr.gov.au/australian-skills-guarantee>.

Your personal information is being collected by the department for the purposes of administering the Skills Guarantee PCP, including:

- policy management, performance monitoring and evaluation
- reporting and preparing of statistics regarding Australian Skills Guarantee PCP targets
- future policy development, research and evaluation, and
- policy advice.

What types of personal information will be collected?

The types of information we will collect and hold for Apprentices, Trainees, ICT cadets and Women on Eligible Projects include:

- name
- date of birth
- gender
- post code
- contact number
- contact e-mail
- Apprentice ID or Unique Student Identifier (USI)
- employment details, including hours worked, and
- whether they are in a trade or not.

The collection of this information is necessary for the proper management and administration of the Skills Guarantee PCP. To support the integrity of the Skills Guarantee PCP, it is important the department conduct compliance checks of the hours being reported against individuals by the suppliers. Each individual with reported hours must be an Apprentice, Trainee or ICT cadet and have either an Apprentice ID or a USI.

Consent to handle personal information

Suppliers and Sub-contractors working on Eligible Projects must obtain your consent to the collection, disclosure and use of your personal information for Eligible Projects subject to the Skills Guarantee PCP. This includes your consent for reporting to the department and checking against the Apprenticeships Data Management System (ADMS) or the USI Registry System.

You may choose not to consent, or not to provide some or all of the personal information requested. However, it may mean the department is unable to confirm the accuracy of reporting that supports the Skills Guarantee PCP.

You may withdraw your consent at any time through contacting the Supplier or Sub-contractor who engages you. Once you withdraw consent, the Supplier or Sub-contractor cannot rely on your past consent for any future use or disclosure of your personal information.

How we use personal information

Your personal information will be provided electronically to the department by the relevant Australian Government agency, and their Suppliers, when reporting on performance against Skills Guarantee PCP targets in ADMS.

The department will verify the reporting data against existing records in the department's databases including ADMS and the USI Registry System. Personal information collected, including name, date of birth, gender, post code and contact details, will be used to confirm whether the details belong to a person who holds an Apprentice ID or USI.

Once verification processes have been completed, the personal information may be used for compiling reports on and evaluating the Skills Guarantee PCP. The department will aggregate and/or de-identify the collected personal information intended for reporting purposes.

Disclosure of your personal information

The department may disclose your personal information to the Australian Government agency that holds the contract for the Eligible Project you are working on.

The department may also use personal information to create Skills Guarantee PCP reports with aggregated and/or de-identified data. These reports may be disclosed to third parties including but not limited to:

- the Australian Government agency which holds the contract for the Eligible Project you are working on,
- Suppliers of eligible Australian Government projects you are working on,
- relevant Ministers, and
- the Department of Finance.

Your personal information may also be disclosed to other parties where you have agreed, or where it is required or authorised by law.

The department will not disclose your personal information to any overseas recipients.

Privacy policy

The department's Privacy Policy can be found at www.dewr.gov.au/privacy. The policy explains how to make a complaint and how to access and correct your personal information. To contact the department about your personal information, please email privacy@dewr.gov.au.