



Employment Security Access Management (eSAM)

User Access Form:

HELP IT System (HITS) – User Security Declaration

I, [insert Applicant's full name]
of [insert Applicant's full residential address]
Mobile phone number:
Organisation email address:

I, as declared above, acknowledge that I am being provided access to the HELP IT System (HITS) via eSAM for the purpose of assisting my organisation to meet its obligations under one or more of the following:

- *Tertiary Education Quality and Standards Agency Act 2011*
- *Higher Education Support Act 2003*
- *VET Student Loans Act 2016*
- *VET Student Loans Rules 2016*

I acknowledge that I have the following obligations:

- I will only access HITS for purposes which are relevant to my work.
- I am solely responsible for all action taken in HITS under my user account.
- I will maintain the integrity of access to HITS including, but not limited to:
 - not sharing my user account, nor using another person's user account; and
 - ensuring the safekeeping and confidentiality of my password.
- I will not illegally access HITS, download or distribute inappropriate, undesirable or offensive material.
- I will not use HITS to violate, copyright or infringe the intellectual property of software and the integrity of systems configurations and software.
- I will identify and avoid conflicts of interest. Where there is a perceived or actual conflict of interest, I will notify my supervisor or manager and follow appropriate advice before accessing HITS.

I understand that:

- The department will use my personal information to monitor my use of HITS as part of managing and administering the system, protecting against unauthorised access, verifying security problems and ensuring compliance with policies.
- I may be required to consent to a criminal history check conducted by the Australian Federal Police.
- I must report all suspected breaches of HITS to VETStudentLoans@dewr.gov.au (VSL providers) or FEE-HELP@education.gov.au (Higher Education providers).
- My access to HITS may be suspended immediately without notice where it is suspected or alleged that there has been inappropriate usage of data, records and information and/or where the obligations outlined above have not been met. The department reserves the right to deny future requests for access to HITS.
- It is a criminal offence to provide false or misleading information, or to access or modify restricted data. This includes unauthorised access to, or modification of, restricted data by a person, which is an offence under section 478.1 of the *Criminal Code Act 1995* and punishable by 2 years imprisonment. Unauthorised access to HITS or providing false or misleading information may result in criminal and/or civil action being taken against me.
- It is a criminal offence for a Commonwealth officer to publish or communicate information obtained from HITS.



Privacy Statement

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 identified or reasonably identifiable individual. Personal information includes an individual's name, contact details, occupation/role and signature.

Purpose of collecting your information

The department will use the information you have provided to verify your identity to determine whether you will be provided access to the eSAM system and the HITS, which is the system used by:

- Vocational and Education Training (VET) providers to apply to the department for approval under the *VET Student Loans Act 2016* (Act) and the *VET Student Loans Rules 2016* (Rules), and to meet their obligations under the Act and Rules.
- Higher education providers to apply to the department for approval under the *Higher Education Support Act 2003* (HESA), and to meet their obligations under the HESA and/or the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act).

If you do not provide all of the personal information requested, the department will not provide you with access to the eSAM/HITS systems.

Disclosure of your personal information

Your personal information may be disclosed to third parties, including but not limited to, the Department of Education and Department of Employment and Workplace Relations (DEWR), in relation to eSAM/HITS user audits and ongoing system administration management.

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

Your personal information is unlikely to be disclosed to overseas recipients.

Privacy policy

The Department of Employment and Workplace Relations (DEWR) and Department of Education Privacy Policies contain more information about how the departments will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

- VET education providers to contact DEWR by email: Privacy@dewr.gov.au
- Higher education providers to contact the Department of Education by email: Privacy@education.gov.au

Conflict of Interest

The onus is on you to be alert and identify any actual or potential conflict of interest, financial or otherwise.

A conflict of interest is defined as a situation where a staff member has, or could be perceived as having, a personal interest in a matter that is the subject of a decision or duty of the staff member.

A personal interest includes, but is not limited to, a direct or indirect, past, current or planned future financial, management, organisational membership or any other interest by the staff member or by a business associate, family member or friend of the staff member.

Your employer should refer you to an internal policy in relation to responding to conflict-of-interest situations.



Roles and Description

Please select the appropriate HITS user role. Refer to the [HITS User Role table](#) for more information about each of these roles.

☐ PVO ☐ PEO ☐ PFO ☐ SAO ☐ CEO

I certify that:

☐ I will be listed as a contact in the HITS Contact list

Declaration:

- I have read and understood my obligations outlined in this Declaration; and
- I am not currently before the Court charged, nor have I been found guilty with any fraud related or unauthorised access offences.

☐

I confirm that I have read and understood this privacy statement and agree to the department's handling of my personal information in accordance with this privacy statement.

.....
Signature of the Applicant

.....
Date

.....
Printed Name of Applicant

.....
Trading Name and Legal Entity name of Provider

.....
Signature of Supervisor/Witness

.....
Date

.....
Printed Name of Supervisor/Witness

Please return the completed form to your organisation's Provider Security Contact (PSC) officer for processing. All PSC Officers are to return their completed form to the department via email to VETStudentLoans@dewr.gov.au (**VSL sector**) or FEE-HELP@education.gov.au (**Higher Education sector**).

Note: PSC officers must securely store the signed version of this form on your organisation's premises and make a copy of available to the department upon request.



HITS User Role Table

ROLE	ROLE TITLE	ACCESS
PVO	Provider View Only	Cannot edit however can view all modules in HITS except Payments and Key Personnel.
PEO	Provider Editing Officer	As per PVO and can also edit modules.
PFO	Provider Finance Officer	As per PEO with the addition of being able to view/edit bank account, Estimates and payments.
SAO	Provider Senior Officer	As per PFO with the addition of being able to edit/view Key Personnel and submit application, request for further information and bank account to the Department.
CEO	Provider Corporate Officer	As per SAO with the addition of being able to submit an estimates to the Department.