

PRIVACY STATEMENT

This Privacy Statement is to be provided to each participant on an employment or training program to comply with the Queensland Government Privacy Principles.

The State of Queensland through the Department of Employment and Industrial Relations provides funds to community organisations, education and training providers and government authorities to deliver a range of employment and training services under the *Skilling Queenslanders for Work* initiative. Services under these programs include but are not limited to:

- Job preparation
- Paid work placements on community projects
- Vocational training
- Job placement
- Traineeships
- Post participation support

The Department of Employment and Industrial Relations requires that contracted organisations collect, on behalf of the Department, limited personal information from participants including name, address, contact details, gender, age group, cultural origin, main language spoken and other self identified factors that may be barriers to employment and training outcomes. ***It is the responsibility of individual participants to ensure personal details are correct and provide the co-ordinator with any changes to this information throughout the duration of the project.***

In accordance with the *Public Records Act 2002* the Department retains records for 7 years, at which time those records will be disposed of according to the Act. For the term that the record is maintained, the department will use this information to conduct the program performance monitoring including participant surveys and statistical and financial reporting as required under the Government's Managing for Outcomes and Ministerial Portfolio Statements.

You may also be surveyed by telephone by the Queensland Government's Office of Economic and Statistical Research approximately 12 months after your participation. The survey will determine whether or not you are in employment and gain feedback on the project.

Only authorised departmental officers have access to this information and the department will only give some or all of this information to other agencies, consultants or service providers for the purposes outlined above. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.

Participants under 18 years of age

If you are under 18 years of age, personal information collected as a result of your participation will be used by the contracted organisation for general administration, vocational education and training administration and regulation, as well as organisational planning, reporting, communication, research, evaluation and marketing.

This information may also be disclosed to your parent/guardian. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting the Department of Employment and Industrial Relations, GPO Box 69, Brisbane Q 4001.

Your personal information may be disclosed to Commonwealth and State Government authorities and agencies and may be shared with other learning providers in which you enrol or apply to enrol. If you are studying towards your secondary education, your personal information, attendance details, progress and results will be disclosed to the Queensland Studies Authority and Education Queensland for the purpose of the *Education (General Provisions) Act 2006* and the *Education (Queensland Studies Authority) Act 2002*.

Further information on our privacy policy is available at www.deir.qld.gov.au