



Collection of personal information for employment purposes or in relation to services provided by contractors and labour hire workers

This document supplements the privacy policy for the Department of Education (department). It contains additional information about how your personal information will be handled in connection with your employment with the department or the services you provide to the department as a contractor or labour hire worker.

What personal information will the department collect?

The department may collect a range of personal information (including sensitive information) about you, including the following:

- biographical details such as name, gender, date of birth, and place of birth
- contact details, such as telephone number, home address, postal address, email address, and emergency contact details
- identification documents
- education and employment history, including Human Resources, performance and conduct records
- citizenship status and visa and work rights
- financial information, including your bank details and credit information
- racial or ethnic origin
- criminal record
- details about your ability to hold and maintain a security clearance
- details about your membership of a trade union or a political, professional or trade association
- health information, including information about workers' compensation claims and COVID-19 vaccination and testing status where required
- details about your activity when using the department's ICT systems, for example, via audit logs that identify when items have been accessed, edited, deleted, and/or restored.

Why does the department collect, hold, use and disclose this information?

The department collects, holds, and uses your personal information to perform its management, employment, and personnel functions. These include, but are not limited to:

- assessing your suitability and eligibility for employment with the department (or to provide services to the department), including through security clearances, working with children and vulnerable people checks, and criminal record checks
- maintaining relevant employment, payroll, and other administrative records
- maintaining ICT system logs for enquiry, investigative and IT support purposes
- maintaining the Corporate Directory, including information on staff contact details and security clearance status
- managing and administering labour hire arrangements and other arrangements involving the provision of services to the department by contractors
- ensuring you receive your rights and entitlements under the department's enterprise agreement, policies, determinations under section 24 of the *Public Service Act 1999*, and other relevant legislation and legislative instruments
- managing and responding to litigation, claims, disputes, and complaints
- managing and assessing medical conditions and workers' compensation claims
- undertaking Human Resources functions, including those relating to diversity and inclusion, workforce planning and engagement, learning and development, data and analytics, and performance management
- undertaking emergency management functions and activities
- meeting the department's obligations under the *Public Service Act 1999*, *Fair Work Act 2009*, *Safety, Rehabilitation and Compensation Act 1988*, *Work Health and Safety Act 2011*, *Public Governance, Performance and Accountability Act 2013*, and other legislation relevant to the department's role as an employer (or recipient of services provided by contractors and labour hire workers)
- preventing, detecting, investigating or dealing with corruption, misconduct and fraud or other unlawful activity relating to the Commonwealth.

The department uses and discloses personal information for the primary purposes for which it is collected. The department will only use your personal information for secondary purposes where it is permitted to do so under the *Privacy Act 1988*.

Who will the department disclose your personal information to?

Your personal information may be disclosed to individuals and entities such as:

- previous employers, educational organisations, and other agencies to conduct suitability and eligibility checks, including to obtain referee reports
- labour hire firms and organisations that supply contractors, to manage and administer labour hire arrangements and other arrangements involving the provision of services to the department by contractors



- Comcare to manage workers' compensation claims and in relation to work health and safety matters
- Comcover to assess and manage claims or incidents under the relevant Comcover Statement of Cover
- Commonwealth Superannuation Corporation and other superannuation funds and administrators for superannuation purposes
- medical practitioners to assist the department to manage and assess medical conditions
- external investigators to conduct or assist with misconduct or fraud investigations
- Australian Public Service Commission to administer the *Public Service Act 1999* and related legislation
- Australian Government Security Vetting Agency to obtain and maintain security clearances
- Australian Criminal Intelligence Commission to obtain criminal history checks
- State and Territory bodies that administer working with children and vulnerable people checks to verify these checks
- State and Territory health authorities in relation to information about COVID-19 status
- Australian Taxation Office in relation to salary, superannuation and taxation matters
- Australian National Audit Office to assist with audit and assurance services
- Department of Finance, Service Delivery Office to allow the department to deliver corporate services via shared services platforms (such as HUB)
- Department of Workplace Relations to allow the department to deliver IT services to departmental employees
- Services Australia, for the purposes of managing access to IT platforms managed by Services Australia
- judicial and quasi-judicial bodies in relation to litigation, claims, disputes and complaints
- legal services providers to allow the department to obtain legal advice and representation
- other APS agencies to facilitate the movement of staff between APS agencies and, where appropriate, to share information about APS Code of Conduct investigations, breaches, and sanctions
- other Commonwealth, State or Territory authorities for the purpose of investigating alleged corruption, misconduct, fraud or other unlawful activity
- emergency services for emergency management purposes or where emergency assistance is required, including where there is a serious threat to life, health, or safety.

