

Skills Checkpoint for Older Workers Program

Privacy Statement

Your personal information is protected by law, including the Privacy Act 1988 (Cth) (Privacy Act). Personal information includes your name, date of birth, contact details, education and employment history, and details of your personal circumstances. Sensitive information is a type of personal information. Sensitive information includes details of your cultural and linguistic background and disability/medical information.

The personal information you provide, including on this form, in relation to your registration and if eligible, your participation in the Skills Checkpoint for Older Workers Program (Program) including, where eligible, accessing the Skills and Training Incentive (Incentive), is collected by your Skills Checkpoint Provider on behalf of the Australian Government Department of Employment and Workplace Relations (the Department), which administers the Program and the Incentive.

The personal information you provide is collected to:

- establish whether you are eligible for the Program
- contact you about your participation in the Program
- deliver services to you under the Program
- administer the Program
- establish whether you are eligible for the Incentive
- register you for the Incentive
- help to resolve complaints made by you or your Skills Checkpoint Provider
- evaluate, manage and audit the Program, the Incentive and services provided to you by the department's contracted providers
- include you in surveys conducted by, or on behalf of, the department in relation to the Program or the Incentive.

You are taken to consent to the collection of any sensitive information included on this form by the department and your Skills Checkpoint Provider.

If you do not provide your personal information, your Skills Checkpoint Provider may not be able to provide you with appropriate services.

Your personal information (including sensitive information) may be collected from, and disclosed to:

- other Government departments including the Australian National Audit Office where required to deliver services to you or where required for audit purposes, and
- third parties such as training organisations for the provision of training services related to the Program and the Incentive.

Your personal information may also be used by the department or given to other parties where you have agreed, or where it is otherwise permitted, including where it is required or authorised by or under an Australian law or a court or tribunal order.

Your personal information will not be disclosed to overseas recipients, without your permission.

The department's Privacy Policy (on the department's website at <https://www.dewr.gov.au/using-site/privacy>) contains more information about:

- how the department will handle your personal information
- how you may access your personal information held by the department and seek correction of such information where needed
- how you can complain about a breach of the Australian Privacy Principles and how the department will deal with such a complaint.

If you cannot access the department's Privacy Policy online, you can request a copy by writing to:
Email: privacy@dewr.gov.au