

## Condensed Privacy Policy

The Department of Employment, its employees, contractors and agents (collectively, the Department) is subject to the [Privacy Act 1988 \(Cth\)](#) (the Privacy Act) and to the requirements of the Australian Privacy Principles (APPs) contained in the Privacy Act.

We also adhere to the [Guidelines for Federal and ACT Government Websites](#), issued by the Office of the Australian Information Commissioner.

Our **privacy policy** has been developed in accordance with APP 1 and embodies our commitment to protecting personal information. The complete privacy policy can be found [here](#):

The **privacy policy** provides more detailed information about:

- the types of personal information we collect and hold;
- the methods by which we collect and hold personal information;
- the purposes for which we collect, hold, use and disclose personal information;
- how we manage personal information collected online;
- whether we are likely to disclose personal information to overseas recipients and the circumstances in which we may do so;
- how we handle any accidental or unauthorised disclosures of personal information;
- how you may access your personal information or seek the correction of such information; and
- how you may complain about a possible breach of the APPs by us and how we will deal with your complaint.

You should read our **privacy policy** if you are:

- an employer;
- a worker;
- a job seeker;
- an employment services provider;
- a participant in a program or service delivered by us;
- a contractor, consultant, or supplier of goods or services to us;
- an applicant for a grant or a tenderer for a contract provided by us;
- a policy stakeholder who works with us;
- a person whose information may be given to us by a third party, including by other Australian Government agencies
- an academic or researcher;
- an entrant in a competition conducted by us;
- a person seeking employment with us;
- a current or past employee of the Department; or
- an individual whose personal information we may collect or hold.

### Information we collect and why we use it

We are responsible for national policies and programs that help Australians find and keep employment and work in safe, fair and productive workplaces. through:

- efficient national program management;
- effective working relationships with our stakeholders;
- auditing, research and analysis in order to maintain, protect and improve our services; and
- policy advice and other support to the Minister.

Generally, we collect personal information in order to properly and efficiently carry out our functions. We only use personal information for the purposes for which it was collected. We will not use or disclose your personal information for a different purpose unless:

- you have consented to this use or disclosure;
- an individual in your position would reasonably expect the use or disclosure for the secondary purpose and the secondary purpose is related (or in the case of sensitive information, directly related) to the primary purpose;
- the use or disclosure is required or authorised by law; or
- a permitted general situation exists (such as a serious threat to the life, health or safety of an individual);
- the use or disclosure is required for one or more enforcement related activities conducted by, or on behalf of, an enforcement body.

## Privacy Notices

In addition to our **privacy policy**, we may need to explain specific privacy practices in more detail at other times. In such circumstances we develop and provide separate privacy notices to describe how we will handle the personal information that we collect. For example, where we ask you to provide personal information in relation to a particular program that we administer, we will provide you with a privacy notice at the time of collection or as soon as practicable afterwards, which details our personal information handling practices in relation to that particular program.

## Personal Information Holdings

The [attached document](#) explains the various types of personal information we collect and hold, what the information is used for and the third parties to whom the information is normally disclosed. Where applicable, the document also details where we are authorised to collect, use or disclose information under legislation relevant to our policies, programs and services.

We maintain this document on an ongoing basis.

## Electronic Communication

There are inherent risks associated with the transmission of information over the internet, including via email. You should be aware of this when sending personal information to us via email or via our website or social media platforms. If this is of concern to you then you may use other methods of communication with us, such as post, fax or telephone (although these also have risks associated with them).

We only record your email address when you send a message to us or subscribe to one of our mailing lists. Any personal information, including email addresses, will only be used or disclosed for the purpose for which it was provided (unless use or disclosure for a secondary purpose is permitted – see above).

## Log information (browsing)

When you use our online services, our servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your server address, your top level domain name (for example, .com, .gov, .au, .uk, etc), the date and time of visit to the site, the pages accessed and documents viewed, the previous sites visited, the browser type, the browser language, and one or more cookies that may uniquely identify your browser.

## Cookies

A cookie is a small file containing a string of characters to your computer that uniquely identifies your browser. It is information that your web browser sends back to our website server whenever you visit it again. We use cookies to 'remember' your browser between page visits. In this situation, the cookie identifies your browser, not you personally. No personal information is stored within our cookies.

## Google Analytics

We use Google Analytics to collect information about visitors to its website. Google Analytics uses first-party cookies and JavaScript code to help analyse how users use the site. It anonymously tracks how visitors interact with this website, including how they have accessed the site (for example from a search engine, a link, an advertisement) and what they did on the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purposes of compiling reports on website activity and providing other services relating to website activity and internet usage. You may refuse the use of cookies by selecting the appropriate settings on your browser.

## Links to External Websites

Our website includes links to other websites. We are not responsible for the content and privacy practices of other websites. We recommend that you examine each website's privacy policy separately.

## Information collected by our contractors

We take contractual measures to ensure that where we have given personal information to a contractor (that carries out a service for us), the contractor complies with the APPs as if it was an agency.

## Storage and Data Security

Storage of personal information (and the disposal of information when no longer required) is managed in accordance with the Australian Government's records management regime.

We take all reasonable steps to protect the personal information held in our possession against loss, unauthorised access, use, modification, disclosure or misuse.

## Data Quality

We take all reasonable steps to make sure that the personal information we collect and store is accurate, up-to-date, complete, relevant and not misleading.

## Access to and alteration of records containing personal information

You have a right under the Privacy Act to access personal information we hold about you.

You also have a right under the Privacy Act to request corrections to any personal information that we hold about you if you think the information is inaccurate, out-of-date, incomplete, irrelevant or misleading.

The *Freedom of Information Act 1982* (Cth) also provides you with an opportunity to request access to documents in our possession. For more information about FOI please go to the [Freedom of Information](#) page.

For further detail, including a comparison of both access mechanisms and how you can make a request, please see our [Guide to Accessing and Correcting Your Personal Information](#).

## Complaints

If you think we may have breached your privacy you may contact us to make a complaint using the contact details below. In order to ensure that we fully understand the nature of your complaint and the outcome you are seeking, we prefer that you make your complaint in writing.

For further information about our complaint handling processes please see our [Privacy Complaint Handling Policy](#).

## Contact Us

If you have any enquiries or complaints about privacy, or if you wish to access or correct your personal information, please email us at [privacy@employment.gov.au](mailto:privacy@employment.gov.au) call us on the Department's general enquiry line, 1300 488 064, or write to:

Privacy Contact Officer

Corporate Legal

Location Code C12MT1

Department of Employment

GPO Box 9880

Canberra ACT 2601.

## Changes to this privacy policy

Please note that this privacy policy may change from time to time.