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Inner Western Workskills Inc and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd

PRIVACY STATEMENT

Inner Western Workskills Inc and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd, collectively and hereinafter referred to as “the Organisation”, is contracted to Commonwealth and State Government Departments and Agencies to provide a range of training, disability and employment services.

Changes to The Privacy Amendment (Private Sector) Act 2000, require us to provide our participants with the following statement because we collect personal information to assist us to provide these services to you.

1. Why is this personal information collected and how is this information going to be used?

We will need to collect this information for the following reasons:

- To prepare a resume for you
- To comply with our Government Contracts
- To assess your employment, training and associated needs or goals
- To help you find a job

2. Who else may receive this information?

Third Parties such as:

- State and Commonwealth Government Departments and Agencies to whom we are contracted
- Services Australia
- The National Disability Insurance Agency and NDIS Quality and Safeguards Commission
- National Centre for Vocational Education Research (NCVER) via AVETMISS submissions
- Australian Skills Quality Authority - on request (e.g. survey details, student lists during audit)
- Employers
- Referees (people that you have nominated to provide a reference check for you);
- Other Organisations that we may refer you to for services (e.g. other Training and Employment Agencies)
- All other reasonable parties that will assist us to place you in appropriate employment

3. How will this information be managed?

The Organisation is committed to protecting the privacy of your personal information. We take reasonable steps to protect your personal information from misuse, loss and from unauthorised access, modification or disclosure. We ensure this by having such security measures as:

- Lockable storage systems
- Individual password access to systems and databases
- Secure filing cabinets

We will also take reasonable steps to destroy or permanently de-identify personal information if it is no longer required for any purpose. Files are archived in accordance with requirements with our various Government contracts, the National Disability Insurance Scheme rules and the VET Quality Framework.

You will be provided with the opportunity to access the personal information we have on record and, where appropriate, you may be able to correct that information if you think that it is incorrect.

The Organisation will work closely with other agencies to coordinate the best support for you and others. This means your informed consent to share information about you, including audio/visual material, will be sought and respected in all situations unless:

- (1) disclosure is authorised or required by law, or
- (2) (a) it is unreasonable or impracticable to seek consent; or consent has been refused; and
(b) the disclosure is reasonably necessary to prevent or lessen a serious threat to the life, health or safety of a person or group of people.

When sharing information, employees of the Organisation will ensure the information shared is secure, timely, accurate, and relevant.

You can find more information regarding information sharing guidelines on www.dpc.sa.gov.au/

If you have any questions about the information that has been collected, or you wish to access your personal information you will need to contact our Privacy Officers.

Their details are:

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| • Transition to Work | Simone O'Neill | Ph. (08) 8445 2931 |
| • Disability Employment Services | Simone O'Neill | Ph. (08) 8445 2931 |
| • Status RTO | Yvonne Christophides | Ph. (08) 8346 5662 |
| • BlueSky Mind Studio / NDIS | Hamish Robertson | Ph. (08) 8377 0101 |

Approved by: Gary Hatwell Signature:  Date: 16/12/22
(Print Name)