

Sarina Russo Job Access (SRJA) is committed to protecting the privacy of your *personal information* and/or *sensitive information* as defined under the *Privacy Act 1988* and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* ("**Your Information**").

In the course of providing employment and associated services, Sarina Russo Job Access (SRJA) is authorised to:

- collect, use, disclose and store Your Information as set out in SRJA's Privacy Policy and Third Party Consent form;
- keep information and documents provided by me on its registers of information; and
- make any enquiries it considers necessary to perform its tasks, including verifying the accuracy or completeness of information provided by me.

I understand:

- this information is being collected in order to assist me in finding employment eg. job searching and resume preparation or in order for SRJA to make claims for payment for services delivered on behalf of the Federal Government;
- I am able to make a request to gain access to any of the personal and/or sensitive information SRJA has collected about me;
- Personal/sensitive information may be housed in an offshore data management system
- information about me may be given to the following:
  - Department of Employment
  - Centrelink/Department of Human Services and Department of Social Services;
  - Job Capacity Assessors/Employment Services Assessors (ESAt);
  - Registered Health Professionals;
  - Work Experience Providers;
  - Training Providers; and
  - Employers
- all information has been collected by SRJA in accordance with the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and the Australian Privacy Principles and will only be disclosed in accordance with these Principles;
- further details regarding personal and sensitive information and my ability to correct or raise concerns regarding the handling of this information are located in SRJA's Privacy Policy;
- if I do not provide this information SRJA may not be able to assist me in finding employment; and
- a SRJA representative has provided me with an opportunity to discuss any questions or concerns that I may have in relation to this notice.

I confirm that I have received a copy of SRJA's Privacy Policy.

\_\_\_\_\_  
*Signature of Participant*

\_\_\_\_\_  
*Signature of SRJA Representative*

\_\_\_\_\_  
*Printed Name of Participant*

\_\_\_\_\_  
*Printed name of SRJA Representative*

\_\_\_\_\_  
*Date*