

PRIVACY AND CONSENT NOTICE

In the course of providing Australia Apprenticeship Support Network Services to you, Sarina Russo Apprenticeships (SRA) collects *personal information* and *sensitive information* provided by You or otherwise obtained in relation to You. (“**Your Information**”).

In collecting, using, disclosing and storing Your Information, Sarina Russo Apprenticeships is committed to complying with the *Privacy Act 1988* and the Australian Privacy Principles (“the Act”). Your Information will only be disclosed in accordance with this Act.

Consent to Sharing

Your personal information may be collected from and given to third parties for the purposes of providing you with appropriate services and assistance including:

- information collected will be used for program administration, monitoring and evaluation and calculating payment eligibility for both employers and Australian Apprentices;
- information collected will be shared with other agencies such as State Governments, the Australian Tax Office, Services Australia (Centrelink) and the National Centre for Vocational Education Research (NCVER);
- information collected may be shared with other organisations and agencies as authorised by the department or as required by law;
- documents created by You containing personal information will be given to the department at the end of the provision of support services; and
- documents will not be used by the department without their written consent.

Further Information

Further details regarding Your Information and your ability to correct or raise concerns regarding the handling of Your Information are located in our Privacy Policy.