

This collection notice and consent describes how Indigenous Business Australia (IBA) collects and manages your personal information for purposes other than assessing your application for and providing you with IBA products or services. For information about collection of personal information relating to IBA products and services, please refer to our products and services collection notice at iba.gov.au.

HOW AND WHEN DO WE COLLECT YOUR PERSONAL INFORMATION?

IBA collects your personal information where it is reasonably necessary for, or directly related to, the efficient conduct of IBA's functions under the *Aboriginal and Torres Strait Islander Act 2005* (ATSI Act).

What types of information do we collect?

IBA may collect the following types of information about individuals:

- your name
- your gender and date of birth
- your contact details, including your address, email address and phone numbers
- your image
- your job application, supporting documents and documents produced as part of our recruitment processes
- your employment contract and other records relating to your terms and conditions of employment
- financial and other details we require to pay you (as an employee or a contractor)
- your taxation details and superannuation contributions
- information about your job performance, as well as your training and development
- complaint or disciplinary information (as an employee or former employee)
- details of your interactions with us.

In some cases, IBA may collect 'sensitive information', which is afforded special protection under the *Privacy Act 1988*. We will only collect sensitive information if:

- (a) you provide your consent at the time we collect the information from you
- (b) if an exception under the Privacy Act applies which allows us to collect the information.

IBA may collect the following sensitive information about individuals:

- health information
- information about your membership of a professional organisation or trade union
- information about your racial or ethnic origins
- criminal record (if any)
- any political associations.

When do we collect information from you?

IBA may collect personal information directly from you whenever you deal with us (whether over the phone, in person, in writing, or online). For example:

- when you make a complaint to IBA
- when you make an enquiry with IBA
- when you contract with IBA
- as part of the recruitment process
- as part of IBA's ongoing human resources processes or management of you as an employee of IBA.

When do we collect your personal information from others?

Sometimes we need to collect information about you from other people to enable us to perform our functions.

We will only collect information about you from third parties with your consent, where the privacy laws permit us to do so, or where it is impracticable for us to obtain that information direct from you. Whether we will need to obtain information from third parties will depend on the nature of your interaction with us.

Why do we collect your personal information?

We may use your personal information:

- to enable us to perform our functions under the ATSI Act
- to enable us to effectively respond to requests you make of us
- so that we can contact you
- if you are a job applicant or employee for recruitment or management purposes
- to help improve the services and products IBA provides - such as through the collection and analysis of research data.

We will not use your personal information to provide you with marketing material about our products and services unless you consent to receive that information.

We only collect your Tax File Number (TFN) if you provide it to us as our employee. We will only use your TFN for employment-related purposes that are authorised by relevant legislation.

TO WHOM DO WE DISCLOSE YOUR PERSONAL INFORMATION?

In performing our functions, we may lawfully disclose your personal information to people outside IBA, such as the following:

- Australian government bodies
- your current or previous employers
- our business partners and our service providers, and their contractors (including debt collection agencies, payment service or card scheme operators and contractors who provide website, IT, marketing, administration and other services to support IBA)
- joint borrowers and guarantors
- our professional advisers (for example, lawyers and consultants)
- our auditors and insurers
- any entity to whom we are required or authorised by law to disclose your personal information (for example, law enforcement agencies and government and regulatory bodies including AUSTRAC)
- with your consent – other entities.

The above entities may in turn disclose your personal information to other entities as described in their respective privacy policies or notices.

Under no circumstances will IBA sell or receive payment for licensing or disclosing your personal information to third parties.

WILL WE SEND YOUR PERSONAL INFORMATION OVERSEAS?

We do not send your personal information overseas as part of our usual practices. From time to time, however IBA may engage service providers located overseas to perform certain of our functions and activities. In the course of providing services to IBA, we may need to disclose your personal information to these service providers. If overseas service providers are engaged and personal information is sent overseas, we will take reasonable steps to ensure that our service providers are carefully chosen and have policies, procedures and systems in place to ensure your personal information is otherwise handled in accordance with the Privacy Act.

WHAT HAPPENS IF WE DO NOT COLLECT YOUR PERSONAL INFORMATION?

Wherever reasonable and practical, we will allow you to interact with us on an anonymous or pseudonymous basis. In some cases, if IBA does not collect your personal information (for example if you complain about how we have managed a particular product or service that was provided to you), we may not be able to properly respond to you or take action in response to you contacting us without knowing who you are. In these cases, we will explain to you our reasons for requiring you to identify yourself and what will happen if you don't identify yourself.

ACKNOWLEDGEMENT AND CONSENT

I confirm that I have read this form and give IBA permission to collect, use and disclose my personal information, including my sensitive information in accordance with the IBA Privacy Policy.

I **consent** to IBA sending me information about other products or services.

Signature

Print name (full name)

Date

HOW DO YOU FIND OUT MORE ABOUT OUR PRIVACY PRACTICES?

Our Privacy Policy describes how we protect and manage personal information, including sensitive information, consistent with our obligations under the Privacy Act.

More particularly, it explains:

- how and why we may collect your personal information
- how it is used
- when and how we might share it with others
- how you can access and seek to correct your personal information
- how to make a complaint about our privacy practices and how your complaint will be handled.

Our Privacy Policy is available at iba.gov.au.

IBA also sometimes collects information about an individual's financial credit. IBA has a separate policy that deals with credit information, which is available at iba.gov.au.

To find out more about how we manage your personal information, please contact:

Email: privacy@iba.gov.au.

Phone: 1800 107 107.

From time to time, we will review and revise this Collection Notice and consent form. We reserve the right to amend this notice at any time.