



Privacy Notice

Your privacy and personal information

This document is for participants of the Adult Migrant English Program (AMEP). It explains how the Department of Home Affairs (the Department) and your AMEP provider will collect, use and disclose your personal information, and how you can access and correct your personal information.

If you need assistance understanding this information, or require an interpreter, please talk to your AMEP provider who can help you.

The collection of personal information is required to assess your eligibility for the AMEP in accordance with the *Immigration (Education) Act 1971*.

Your personal information is protected by law, including the *Privacy Act 1988* (the Privacy Act), and is collected by your AMEP provider on behalf of the Department which is responsible for the overall administration of the AMEP.

What is personal information?

Personal information may include your name, date of birth, contact details, visa and other related information, which identifies you as an individual. Personal information may also include sensitive information about your racial or ethnic origin and health information.

Use and disclosure of your personal information

Your personal information is collected to:

- administer and deliver the AMEP;
- establish your eligibility and enrolment status for the program;
- assist you in accessing childcare services under AMEP where relevant;

- process extensions to timeframes for registration, commencement and completion of AMEP tuition; and
- resolve complaints about the administration and delivery of the AMEP.

Your personal information may also be collected from, used by or disclosed to other parties including:

- your AMEP provider;
- other Australian Government agencies, including your referring agency and Services Australia, your Employment Services Provider or other relevant organisation, to:
 - assist your application and help participation in the AMEP;
 - verify your enrolment status and progress in the AMEP;
 - determine your mutual obligation requirements to access income support payments; and
 - support your access to additional training and services, where relevant;
- your bi-lingual support or interpreter, if you require language assistance.

Your personal information may also be used by the Department or disclosed to other parties for quality assurance, monitoring and evaluation, and training and assessment purposes, where it is required or authorised by law or where you have otherwise agreed.

The Department may also disclose your personal information to third parties for the purpose of conducting research related to participation in the AMEP. The Department will only disclose the minimum amount of personal information sufficient for the research. The types of third parties who conduct research related to participation in the AMEP include other

Australian government agencies or research providers contracted by the Department or other Australian government agency. These third parties are also subject to the obligations in the *Privacy Act 1988*. Your personal information will not be disclosed overseas.

Further information

You can get more information about the way in which the Department will manage your personal information, including information on accessing and correcting your information and how to make a complaint, in our full privacy policy, at www.homeaffairs.gov.au/privacy

You can contact the Department by:

- completing a feedback form online on the: Department of Home Affairs website www.homeaffairs.gov.au
- writing to:
The Manager
Global Feedback Unit
GPO Box 241
Melbourne VIC 3001, Australia

You can also contact your provider at www.homeaffairs.gov.au/amep

Provider Use Only

[insert provider contact details in the box, e.g. email, phone number]

This consent will be relied upon during your enrolment and participation in the AMEP. You may choose to withdraw your consent at any time, noting it may impact on the level of support or training available to you in the AMEP.

To withdraw your consent, contact your provider at www.homeaffairs.gov.au/amep

Provider Use Only

[insert provider contact details in the box, e.g. email, phone number]

AMEP extensions of time

If you are applying for an extension of time to register and/or commence in the AMEP you must provide supporting documentation with your application. If that supporting document includes someone else's personal information,

where possible, you must get their informed consent to provide that information to your provider and the Department for this purpose. If you are unable to provide supporting documentation, please discuss alternative options with your provider.

Declaration

I acknowledge I have read, or have had read to me in a language I understand, the above privacy notice and I understood it.

I consent to my personal information being collected by the Department, my provider and other third parties as listed in this privacy notice, and consent to my personal information being used and disclosed as described in this privacy notice.

.....
Your Name (student)

.....
Your Signature (student) (Today's date)

.....
If you are under 18, parent/guardian to sign (Today's date)

If the above statement was read to you, please indicate the person who helped you.

.....
(Name of person/s who helped you) (Your relationship with them)