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Global Entry Program (GEP) Background Check – Privacy Notice

The Department of Home Affairs (the Department) is bound by the Australian Privacy Principles (APPs) in Schedule 1 to the *Privacy Act 1988* (Cth) (Privacy Act). The APPs regulate how we collect, use, store and disclose personal information, and how you may seek access to, or correction of, the personal information that we hold about you.

This notice explains why we (the Department) are collecting your personal information and how we will manage it. Further information about our personal information handling practices is available from the Department's privacy policy, which you can access [here](#).

Why we collect your personal information

We are collecting your personal information for the purpose of conducting preliminary background checks on you and verifying your identity to determine your eligibility for the GEP as required by the United States Customs and Border Protection (USCBP) for acceptance into the GEP. The GEP is a program which allows expedited clearance for pre-approved, low risk travellers upon arrival in the United States. The Department is collecting your personal information for the background checks as the background checks are a requirement of the GEP.

The Department can only conduct a background check on you and verify your identity if the required personal information is provided. If the Department does not collect your personal information, we will be unable to conduct a background check on you and verify your identity and you will be ineligible for the GEP.

The result of your background check will lead to the Department providing an 'eligible' or 'not eligible' result for GEP eligibility to the USCBP.

The USCBP will then conduct further screening and make a final determination on your eligibility for the GEP. If the US grants you membership to the GEP, the Australian Government will be required to conduct further annual background checks on you during your 5-year term in the program, and inform the USCBP if an annual background check result determines that you are not eligible.

What personal Information is being collected?

We will collect your personal information from you when you apply for the GEP. The personal information that we will collect as part of your application includes:

- Identity Information: your full name, any alternate names, your addresses for the past 10 years, your date of birth, your gender, your place of birth, your email address and your contact phone number.
- Additional information including citizenships of countries, legal guardian information including name details (if applicable) and Australian Defence Force (ADF) information (if applicable), including start and end dates of service in the ADF and your ADF number or service number.
- Identification Document Details: document type, issuing country, expiration date and document number. Photographs contained within the identification documents will also be collected.

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We will also collect your personal information from other Commonwealth Government agencies or entities who conduct background checks on behalf of the Department. This may include the Department collecting a copy of your criminal record from the Australian Criminal Intelligence Commission (ACIC) and information regarding relevant convictions under the *Defence Force Discipline Act 1982* from the ADF.

We will also collect your personal information from USCBP when you apply for the GEP. The personal information that we will collect from the USCBP includes your biographic information (including citizenship details), contact details, legal guardian information, details of your identity documents (such as document type, issuing country and document number) and confirmation as to whether you have been accepted into the GEP by the USCBP.

How will your personal information be used, disclosed and stored?

The Department may disclose your personal information to the following Commonwealth Government agencies or entities to conduct background checks on behalf of the Department:

- **ACIC:** The Department will disclose your personal information to the ACIC who will conduct a check on your criminal record in the databases of all Australian legal jurisdictions. ACIC may also use your personal information for law enforcement purposes, including those purposes set out in the *Australian Crime Commission Act 2002*.
- **ADF:** The Department will disclose your personal information to the ADF who will conduct a personnel check for relevant convictions under the *Defence Force Discipline Act 1982*. In order to assess your eligibility for the GEP, the ADF will also disclose to the Department information about your service offence history, including whether you have been convicted of a service offence by a superior tribunal convened under the *Defence Force Discipline Act 1982*.

Your personal information may also be shared to other parts of the Department to electronically verify your identification.

We will otherwise not use or disclose your personal information unless it is permitted by law, such as the Privacy Act.

Your personal information will be held securely by the Department with access permitted on a need-to-know basis and only by authorised personnel.

Disclosure of personal information to overseas participants

The result of your background check will lead to the Department providing an 'eligible' or 'not eligible' result to the USCBP. If the US grants you membership to the GEP, the Australian Government will be required to conduct further annual background checks on you during your 5-year term in the program. In the event an annual background check result determines that you are not eligible, the Department will disclose to the USCBP your personal information including your name, date of birth and a 'not eligible' result. No other personal information that we have collected about you as a part of our background check processes will be disclosed to the USCBP.

Your personal information will otherwise not be disclosed to an overseas recipient without your consent or unless permitted by APP 6 and APP 8 in Schedule 1 to the Privacy Act.

How you can access or correct your personal information

You can make a request for access and correction of your personal information under the *Freedom of Information Act 1982* (Cth) and the Privacy Act. Our [Privacy Policy](#) explains how you can seek access to the personal information that we hold about you, or how can you seek to have this information corrected.

Concerns and complaints

The Department is committed to protecting the personal information with which it is entrusted in accordance with the Privacy Act. If you believe that the Department has handled your personal information in a way that breaches our obligations in the APPs, our [Privacy Policy](#) explains how you can make a complaint and how we will deal with your complaint.

How you can contact us

Full contact details can be found on the Department's website: www.homeaffairs.gov.au

Alternatively, you can provide feedback by:

- using the [online feedback form](#)
- writing to:

The Manager Global Feedback Unit
GPO Box 241
Melbourne VIC 3001 Australia