



Australian Government
Department of Foreign Affairs and Trade

**Afghan Locally Engaged Employee
Program Privacy Notice**

You have been provided with this form because the Australian Government is currently considering your application for certification under the Afghan Locally Engaged Employee (LEE) Program. This form is in two parts:

- Part 1: a Privacy Notice that explains how the Department of Foreign Affairs and Trade (DFAT) will collect, use and share your and, if applicable, your family members' personal information in relation to your application
- Part 2: a request for your consent.

Part 1: Privacy Notice

Summary

DFAT may collect, use and share your personal information:

- to assess and manage your application under the Afghan LEE Program;
- to evaluate, audit or assess the Afghan LEE Program;
- to refer you to more appropriate visa application processes, if applicable; and
- for research and development of policies or programs relevant to DFAT's functions.

We may collect and share your information from and with other parties. This may include other Australian Government agencies; and individuals, organisations and Governments in other countries.

Please advise us immediately if you do not want DFAT to contact a particular person or entity if, for example, you have concerns for your safety.

If you complete part 2 of this form, you are consenting to DFAT collecting and managing your personal information as set out in this Privacy Notice.

For more detail, read the below notice or DFAT's privacy policy available at dfat.gov.au/privacy.

This Privacy Notice explains how DFAT will manage your and, if applicable, your family members' personal information in accordance with the Australian *Privacy Act 1988* (**Privacy Act**).

Why will DFAT collect your information?

DFAT collects your personal information to manage the Afghan LEE Program, including:

- to assess and manage your application under the Afghan LEE Program
- to evaluate, audit or assess the Afghan LEE Program
- to refer you to more appropriate visa application processes, if applicable
- for research and development of policies or programs relevant to DFAT's functions.

DFAT may have already collected your personal information (including sensitive information) for one or more of the above purposes. This statement will provide you with information on how DFAT proposes, with your consent where necessary, to manage that information moving forward.

What types of information will DFAT collect about you?

To manage the Afghan LEE Program, DFAT will need to collect your personal information and if relevant, the personal information of your family members. This may include the following information:

- full name
- date of birth
- contact details, including email, phone number and address
- gender
- country of residence, citizenship and/or birth
- identity, travel, passport and visa information or documents
- employment and financial information (including, employment status, occupation/career history and reference details).

DFAT may also collect sensitive information, including:

- language, ethnic, religious and cultural background information
- health information, including medical history, test results and reports
- any criminal history information.

How will DFAT collect your information?

DFAT will collect this information directly from you and from other people such as:

- Australian Government agencies and departments, including the Department of Home Affairs (Home Affairs), the Department of Defence (Defence) and the Australian Federal Police (AFP)
- other individuals, organisations or Governments, where it is required to verify any information that you provided to us in your application.

Please only provide information that you are comfortable with providing. It is your choice what personal information you provide to us in relation to the application.

If DFAT does not collect your personal information, DFAT may not be able to assess or manage your application under the Afghan LEE Program.

How will DFAT use and share your information?

DFAT will use and share your personal information and the personal information of your family members to manage the Afghan LEE Program, including:

- to assess and manage your application under the Afghan LEE Program
- to evaluate, audit or assess the Afghan LEE Program
- to refer you to more appropriate visa application processes, if applicable
- for research and development of policies or programs relevant to DFAT's functions.

Who will DFAT share your information with?

DFAT may share your personal information with:

- Australian Government agencies or departments, including Home Affairs, Defence and the AFP
- agents of DFAT, including contractors engaged by DFAT to assist with, or evaluate, the Afghan LEE Program or DFAT's operations more broadly
- any other individual, organisation or government agency or department (including in other countries) to verify the information that you provided to us in your application
- Australian Government Ministers with responsibility for the Afghan LEE Program, or a House or Committee of the Parliament of the Commonwealth of Australia.

Sharing your information outside Australia

DFAT may share your personal information with other parties outside Australia, including in your home country, who are able to assist DFAT to assess your application under the Afghan LEE Program.

DFAT's Privacy Policy and contact details

DFAT's Privacy Policy (available at dfat.gov.au/privacy) contains important information, including:

- how you can access and correct personal information DFAT holds about you
- how you can complain about a privacy breach.

Part 2: Request for Consent

Participation in the Afghan LEE Program is voluntary.

By completing and signing this form:

- I **consent** to DFAT collecting and handling my personal information in accordance with this Privacy Notice (Part A), including for DFAT to disclose that information to parties located outside of Australia;
- I **acknowledge** and **agree** that DFAT will not be responsible under the Privacy Act for how a party outside of Australia handles my personal information; and
- I **represent** and warrant that, for any personal information I have provided about another person, I am authorised to disclose that information and that the relevant person has consented to the disclosure of that information to DFAT and to DFAT’s collection and handling of that information in accordance with this Privacy Notice.

Signature of applicant _____

Date (dd/mm/yyyy) _____

Full name _____

Taskera number _____

Passport/travel document number _____

If you are unable to print and sign this declaration, DFAT will accept an electronic signature. An electronic signature includes typing a name in electronic format, scanning and pasting a physical signature into an electronic document, or a name appearing in the ‘from’ field in an email.