
Personal Information and Consent Form

Your personal information is protected by law, including under the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). Personal information includes your name, date of birth, contact details, work and study history, and details of your personal circumstances.

Your personal information will be collected by the Entrepreneurship Facilitator (Facilitator) on behalf of the Australian Government Department of Employment, Skills, Small and Family Business (the Department) for the purposes of administering the Entrepreneurship Facilitators Service and providing you with appropriate support and services, including:

- delivering tailored supports and services to you to assist you to start or run your own business
- evaluating and monitoring the programs and services provided to you by the Department and your Facilitator
- contacting you about your participation in the Entrepreneurship Facilitators program
- helping you to resolve complaints raised by you or your Facilitator and
- involving you in surveys conducted by the Department or on behalf of the Department.

If you choose not to provide your personal information, the Department and/or the Facilitator may not be able to provide you with suitable services.

Your personal information may be collected from and given to third parties for the purpose of providing you with appropriate support and services. This may include the Department's contracted service providers and other agencies involved with the administration or provision of support services such as other Commonwealth agencies, State and Territory Government agencies and relevant local government bodies. In addition, your personal information may be shared with other parties delivering services to you, such as mentoring networks, training institutions or non-vocational service providers.

Your personal information may also be used by the Department or given to other parties where you have agreed, or where it is otherwise permitted, including where it is required or authorised by or under an Australian law, such as social security law, a court or tribunal order, or where a duty of care exists.

More information

The Department's Privacy Policy (**Privacy Policy**) contains more information about how the Department will manage your personal information, including information about how you can access your own personal information held by the Department or request for it to be corrected. The Privacy Policy also explains how you can lodge a complaint about a breach of the APPs and how the Department will deal with that complaint. You can ask your Facilitator for a copy of the Privacy Policy or you can access the Privacy Policy yourself by visiting the Department's website at [www.employment.gov.au].



The Facilitator will promote and encourage entrepreneurship and self-employment by providing current and relevant information and advice about entrepreneurship and starting and running a business to Clients, community organisations and other relevant. **It is recommended that participants of the program seek their own written and independent advice (including legal and financial) when considering or making decisions about self-employment options.**

Agreement to the collection of sensitive information

In order to provide you with appropriate services and support, your Facilitator may also collect sensitive information, which is a type of personal information. Sensitive information may include details of your cultural or linguistic background, medical information and membership of a professional or trade association.

Client consent:

By signing below, I consent to the collection, use and/or disclosure of my personal information (including all sensitive information) by the Facilitator and/or the Department for the purposes prescribed above in relation to the provision of services and support to me under the Entrepreneurship Facilitators Initiative.

Signed:	
Name:	
Date:	

Parental/Guardian consent (if applicable):

Additional declaration by parent or legal guardian of client, where the Client is under 18 years of age:

I am the parent or have been appointed as the legal guardian of the Client, and as such, I am authorised to sign this declaration for, and on behalf of, the Client (please sign below).

Signed:	
Date:	
Printed name:	

Declaration by the Entrepreneurship Facilitator:

By signing below, I declare that I have explained the matters on this form to the Client, including how his/her/unspecified (delete as appropriate) personal information (including sensitive information) will be handled.

Signed:	
Date:	
Printed name:	