

# Form 1: Privacy Collection Notice

*A copy of this notice should be provided to a WDO applicant before commencing a WDO.*

## Collection of Information for the WDO scheme

### 1.1 Why are we collecting your personal information?

We, as your sponsor or potential sponsor will collect your personal and health information for the purposes of managing, operating, reporting and complying with the Work and Development Order (**WDO**) scheme. This includes using and disclosing your information to assist with the preparation and submission of your application for a WDO, assessing your eligibility for a WDO, and managing and overseeing your WDO and compliance with WDO activities.

### 1.2 What personal information do we collect?

We will collect the following information from you:

- First and last name
- Sex/gender
- Date of birth
- Residential address details and/or the address of your health practitioner (if applicable)
- Contact details – including your phone number/s and/or email address/es
- Proof of identity documentation – this may include a copy of your driver licence, birth certificate and/or other photographic identification documentation
- If you receive a Centrelink benefit, your Centrelink Reference Number and income details
- Income details including, if necessary bank statements, pay slips and proof of household income
- If the proposed WDO activities include child related activities, evidence that a Working with Children Check clearance has been obtained from the Children's Guardian
- Any other personal, sensitive and/or health information you provide to prove your eligibility for a WDO, as outlined in Part 3 of the [WDO Guidelines](#).
- Any other personal, sensitive and/or health information the WDO Governance group, auditors or external parties request from us to the extent that it relates to an investigation or audit conducted.

We may use information obtained from Revenue NSW regarding your overdue fines, including those unrelated to your WDO, when applying for, managing and reporting on your WDO.

**The WDO Governance Group, auditors and others may also collect information from WDO sponsors for the purposes of managing, operating, reporting and complying with the WDO scheme as set out in part 1.3 below.**

### 1.3 How will we use and disclose this information?

We will use the personal, sensitive and/or health information we collect about you to:

- Assess your eligibility for a WDO
- Identify and manage any conflicts of interest relating to the WDO
- Prepare and submit a WDO application on your behalf
- Manage your WDO application via the WDO Self-Service Portal
- If your WDO is approved –
  - prepare and submit monthly activity reports to Revenue NSW via the WDO Self-Service Portal, and
  - maintain records of WDO activities and attendance
- Assist members of the WDO Governance Group and/or auditors appointed or approved by the WDO Governance Group operate and manage the WDO scheme, undertake audits and investigations into compliance with the WDO Guidelines, or reviews of the WDO scheme, and
- Undertake any other related administrative functions.

We may disclose all necessary information to:

- Third party sponsors – i.e. third parties we engage to assist with the provision of WDO activities, or persons to whom our WDO functions are delegated under section 99H of the *Fines Act 1996* (NSW)
- Members of the WDO Governance Group in accordance with their respective privacy policies – [Revenue NSW Privacy Policy](#), [DCJ Privacy Policy](#), and [Legal Aid NSW Privacy Policy](#)
- Auditors or investigators as appointed or approved by the WDO Governance Group and/or
- Any other agency as permitted or required by law, including NSW Police.

This disclosure would usually be in the following circumstances:

- For the purpose of assessing eligibility, submitting and managing your WDO application, including using the WDO Self-Service Portal, providing activity reports, and recording activities and attendance
- To allow the WDO Governance Group or auditors appointed or approved by the WDO Governance Group to operate and manage the WDO scheme, including undertaking audits, internal investigations, review of individual WDO applicants and/or sponsor compliance with the WDO Guidelines
- To the extent that it is permitted or required by law or for a law enforcement or investigative purpose and
- For any other related administrative functions.

## 1.4 Are you required by law to provide the sponsor and others with this information?

Providing the WDO sponsor and others with the requested information is not required by law.

However, if you choose not to provide us with this information, we may not be able to submit a WDO application on your behalf, manage your WDO and sponsor your WDO activities. If we are unable to undertake these functions, you may not be able to apply for or continue your WDO with our organisation.

## 1.5 Further information

You have a legal right to access and update your personal information. For more information about how you can access or amend your personal information, please contact your WDO caseworker or administrator.

For more information, please ask us for a copy of our organisation's Privacy Policy.